

FOIA MARKER

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Americorps Service Memos [3]

Stack:

S

Row:

24

Section:

1

Shelf:

11

Position:

2

ORACLE'S PROMISE
TEACHER'S REFERENCE GUIDE



ORACLE'S PROMISE
TEACHER'S REFERENCE GUIDE
RELEASE 1.4

ELIZABETH VAUGHAN
MANAGER, TEACHER TRAINING
ORACLE'S PROMISE

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Clinton Presidential Records Digital Records Marker

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This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

**Getting Started with a
Network Computer**

Divider Title: _____

Getting Started with a Network Computer

1. **Turn on the computer and monitor.** Locate the power switches for the computer and the monitor and turn them both on.
2. **Wait for the NC start-up screen.** You will see that there is a message asking you to please insert your NC Card.
3. **Insert your NC Card.** Be sure that the card is pushed in as far as it will go and that the metal chip is forward in the slot. If you insert the card and do not see a login box, flip the card so the metal chip is on the other side and re-insert the card. If you still do not see a login box, turn the computer off and on again and re-insert the card. This can be done either by flipping the power switch or by using the “reset” button if your NC is equipped with one.
4. **Log in.** The NC will prompt you with a login box. Enter your pin number and either click on the button marked “login” or simply hit <Enter> on your keyboard. Your systems administrator will need to provide you with your pin number when they register you as a user.
5. **Change your PIN.** If you would like to create a unique and private PIN, move your mouse so that the pointer is somewhere on the background and click the right mouse button once. A box will appear presenting several options. Now use your left mouse button to select “Change PIN.” You will need to enter your current PIN once and then your new PIN twice. Your PIN can be letters, numbers, or a combination of both. If using letters, please note that PINs are case sensitive. Be sure to make a note of your new PIN, as this will be the only one that works for your NC Card until you decide to change it again. Do not write it on the NC Card. This is your security number, as with a bank card.
6. **Log off.** When you have completed your session and are ready to log off, close whatever applications you are running by clicking on the X in the upper right hand corner of each “window” or choosing the Exit option from the File menu. With your pointer somewhere over the background, click your right mouse button once. Now use your right mouse button to select “Logoff and Exit.” Remove your NC Card.

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Divider Title: _____

**Network Computer
Applications overview**

Network Computer Applications Overview

To open any of the applications listed below, move your pointer over the appropriate icon and click once with your left mouse button. Once the application is open, you can learn more about its functions and capabilities by referring to the on-line help system. Simply click once on the word "Help" which is located in the upper right hand corner of the application window and find the appropriate help topic. Applications can be closed by clicking on the X in the upper right hand corner of the window or by choosing Exit from the File menu.

Netscape serves as your Internet browser. By clicking once on this icon, you will launch the browser and will be connected to the Internet. If you are new to the Internet, please refer to Getting Started with the Internet provided in the Teacher's Kit.

Contact>

Mail allows you to send and receive email.

Address provides a place to maintain and organize addresses.

Calendar allows you to keep a schedule of classes, events, tests or deadlines.

Create>

Text allows you to create and edit your own documents and Web pages.

Paint allows you to "draw" and "paint" using a variety of tools.

Oracle Composer allows you to create simple word processing documents or generate presentations and "slide shows."

Files serves as the repository for all of your files. Here you can create multiple folders and organize your files for easy access and retrieval.

Extras>

Calculator is a simple, on-line calculator for mathematical operations.

Java allows you to launch java applications.

Audio Player provides a control panel for playing audio files.

Video Player provides a control panel for playing video files.

Print Monitor allows you to check the status of your current print job(s).

Connect>

Telnet Session is generally not for classroom use, but may be helpful to server administrators.

3270 Emulator is generally not for classroom use.

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NC Desktop Help Topics

Divider Title: _____

NC Desktop Help Topics

- Using the Toolbar
- Using the Desktop Menu
- Switching Between Applications
- Using Keyboard Shortcuts
- Exiting the Desktop

Using the Toolbar

The Toolbar is located on the left side of the desktop.

Scroll up/down the Toolbar using the up/down arrows on the far left.

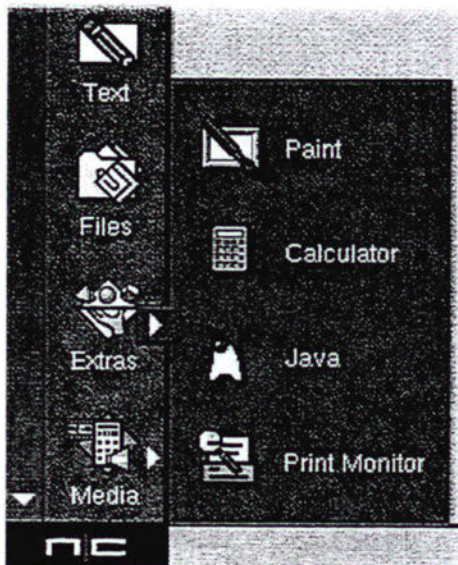


In the upper left corner of the Desktop, click on the left/right arrow to hide/show the Toolbar.



Launching an Application From the Toolbar

Click once on the corresponding icon to launch an application. The Contact, Create and Extras icons have pop-up menus indicated by an arrow to the right of the icon. Click on the toolbar icon to open the pop-up menu then click once on an icon to launch an application.



Memory Indicator

The Memory Indicator is located in the top of the toolbar. The color changes from green to red to indicate memory usage. When the system is low on memory, the indicator turns red. As a rule, closing an application or a file will decrease your memory usage. Click once on the Memory Indicator to open the memory usage panel and view available or free memory and the total memory for the computer.



Using the Desktop Menu

Click on left or right mouse button to open the **Desktop menu** in any blank area on the desktop. You are able to customize and arrange your desktop from this menu.

Tile Windows Horizontally

Aligns the open application windows top-to-bottom, covering the desktop.

Tile Windows Vertically

Aligns the open application windows side-by-side, covering the desktop.

Cascade Windows

Stacks the open application windows overlapping each other, and covering the desktop.

Minimize All Windows

Minimizes all open application windows to icons.

Icon Placement

Allows you to set the default location for icons on your desktop. The icons can be aligned along the top, bottom or sides of the desktop area.

Color Themes

Allows you to choose the Color Theme for your desktop from the eight available themes.

Enable or Disable Screen Saver

Allows you to enable or disable the screen saver using this command.

Change PIN

Allows you to enter and save a new PIN number. Enter your existing PIN number in the current PIN field. Enter new PIN in the second field. Re-enter the new PIN number to verify the change. Select OK to save or Cancel to exit.

Logoff and Exit

Closes down the desktop and all applications.

Switching Between Applications

Switch between already open applications using the [Alt]-[Tab] keys. While holding down the [Alt] key, press the [Tab] key until the application you want is highlighted.

See Also *Keyboard Shortcuts*.

Using Keyboard Shortcuts

By holding down certain combinations of keys, you can perform operations that would otherwise need to be done through the use of the menu bar or by clicking on icons. The following shortcuts allow you to use your keyboard for these functions. Press and hold down the keys in the order given.

Alt + F4

Close current window

Alt + Space

Bring up the menu for the current window

Alt + F10

Bring up the desktop menu

Ctrl + Alt + L

Show who is logged into the NC

Alt + F10 + X

Logoff

PrintScreen

Dump the entire screen to a Windows bitmap file in the user's documents registry.

Ctrl + Alt + V

Show NC Desktop build date

Ctrl + Alt + I

To show root filesystem, hostname and domain name

Exiting the Desktop

When you are finished, you can close down the desktop and all applications by choosing **Logoff and Exit** from the desktop menu. Remember to log off before turning off the power to your network computer.

See Also *Using the Desktop Menu & Keyboard Shortcuts*.

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Netscape

Divider Title: _____

Netscape

Please refer to *Getting Started with the Internet* to learn how to open Netscape and for basic Internet skills. For more detailed instructions on using Netscape, please open that application and refer to the on-line help.

Printing from Netscape

1. Choose **File >Print** from the menu or click on the **Print button** on the tool bar.
2. In the Netscape:print window, enter the following command in the **Print Command** field.

lpr -P printer name

Note: There should be a space between lpr and the - sign and also between the P and the printer name. Also, the printer name is case sensitive, so you make sure you type it accurately.

3. Click on **Print**.

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NC Mail Help Topics

Divider Title: _____

NC Mail Help Topics

- **Setting Up User Identification**
- **Setting Up Mail Servers**
- **Setting Up Preferences**
- **Writing/Sending Mail**
- **Attaching Files**
- **Getting Mail**
- **Sorting Mail**
- **Saving Mail / Managing Folders**
- **Using NC Mail Editor**
- **Opening and Saving Files in the NC Mail Editor**
- **Printing From Mail**
- **Sizing the NC Mail Window**
- **Exiting NC Mail**

Setting Up User Identification

Before you start using the NC Mail application, you need to provide some user information so that the mail system and your message recipients can identify you.

User Identification

From the NC Mail main window, click on **Options > User Identification** to view the fields for user details:

User Name

Enter your own name. This information identifies you as the sender in your recipient's e-mail Inbox.

E-Mail Address

Enter your e-mail address, in the form username@company.com so recipients will be able to reply to the proper address.

Organization

Enter the name of your company or group. Recipients see this information in the heading of your e-mail message.

Signature

Enter any details you want to appear at the end of your messages in this field. Usually, people enter a closing ("Regards", "Sincerely", etc.), a name, and then contact information like a phone number or address. NC Mail automatically attaches the information in this field to the end of every e-mail message you send.

Setting Up Mail Servers

From the NC Mail main window, click on **Options > Mail Servers** to view the NC Mail Server dialog box. Mail server information should be established by a system administrator. Please check with your service provider or local administrator before changing any settings in this dialog box.

Login/Password

These fields require your Unix mail server password and login.

- **Incoming Server**
- **Port** (Incoming Server)
- **Outgoing** (SMTP) Server
- **Port** (Outgoing Server)
- **Default Button**

The Default button resets the Port field entries only (not the server names).

Additional Settings for IMAP4

You will need additional information from your system administrator about the location of your folders on the server.

- **User Mail Directory**
- **Shared Folders Directory**

Setting Up Preferences

From the NC Mail main window, choose **Options > Preferences** to view the set of adjustable NC Mail system settings. To select/deselect an item from the list, simply click on the box beside each item (a dark box means the item is selected).

Automatic Check for New Mail Every _____ Seconds

You can have the NC Mail program contact the mail server periodically to retrieve your new mail. You can also specify exactly how often the program checks with the server for new mail. 600 seconds (every ten minutes) is a common setting.

Empty Wastebasket on Exit

The NC Mail program will delete all mail that you have placed in the Wastebasket from your account. If you do not select this setting, make sure that you empty your Wastebasket periodically to ensure that you don't reach your e-mail storage limit.

Show Mail Headers

The e-mail you receive will contain server routing information and other details when this setting is selected. Otherwise, the network details will remain hidden. This information is usually only useful when you have encountered a problem sending or receiving mail.

Save Copy of Outgoing Mail

This setting keeps a duplicate of every e-mail message you send in your Send folder. If you plan to save a large amount of email in your folders it is suggested you select this option.

Automatically Compress Folders on Exit

This command recovers disks space from deleted messages. When this command is selected your folders will be compressed when you exit NC Mail.

Delete Mail from Server After Retrieving

Click this setting to delete your mail from the server after it is downloaded to your local account. If this setting is not selected, you may also delete your mail from the server periodically by choosing on **File > Clear Messages Server**.

Update Shared Folders Every _____ Seconds

You can specify how often the NC Mail program updates your shared folders.

Writing/Sending Mail

Opening the Mail Editor

Click on the **New Messages** icon  to open the NC Mail Editor from the NC Mail main window.

With the NC Mail Editor, you can create e-mail messages that include text, images and links to Web pages.

Addressing Mail

Enter a summary of the message contents in the **Subject** field.

Enter the full e-mail address in the **To** field. (i.e. joe@company.com). If you have already created entries in the **Address Book**, click on the Address Book button to select an address and enter the address in the **To** field.

You can enter the body of your e-mail message in the lower window.

The **Copy** field allows you to send the same message to multiple addresses.

Note: Separate each address with a comma when mailing the same message to multiple addresses. For Example: jack@company.com, jill@company.com

Sending Mail

After composing your message in the NC Mail Editor window, click on the **Send** icon . The bar at bottom of window alerts you to the status of your message.

Note: When sending mail from NC Mail to clients using other mail programs, a copy of your mail file will be sent as an HTML attachment. This allows your recipients to open your mail in their browser and use functions such as links.

Reply

To respond to an e-mail message, click on the **Reply** icon . The sender's e-mail address will automatically appear in the **To** field.

Reply to All

To respond to all the recipients (not just the sender) of a particular message, click on the **Reply to All** icon .

Forward

Click on the **Forward** icon  to redirect an e-mail message to another address.

Attaching Files

You can send files (HTML pages, sound files, word processing files, etc.) as attachments to your e-mail message. The recipient will be able to open the attached file in a separate application.

- When you are creating the e-mail message, click on the **Attachments** icon . Your File Manager will appear, and you can select any of your files (double-click on folders to open them). Once you have selected the file, you can write your e-mail message.
- The Status Bar at the bottom of your e-mail editor will indicate how many attachments the current e-mail contains.

See Also *Writing Mail*.

Getting Mail

Click the **Get Mail** icon  to download new e-mail to your **Inbox**.

Click once on a message title line to see the contents of the messages in the lower window.

Note: If you click and hold on the message line a small icon appears that allows you to drag and drop selected e-mail into a different folder.

Sorting Mail

Click on the appropriate labels in the bar above the list of e-mail messages to sort your mail by status, sender, subject, date or size.

Saving Mail /Managing Folders

NC Mail has two **default folders** for saved mail:

- **Inbox** - Incoming e-mail downloads to this folder.
- **Sent** - A duplicate of every e-mail message that you send can be saved to this folder (see *Setting Up Preferences*).

You can also save your incoming and outgoing e-mail in folders which you create and name according to your needs.

Creating New Folders

1. Click on the **New Folder** icon .
2. Enter a name for your folder.
3. Click **OK** to accept, or **Cancel** to exit.

Renaming Folders

1. Click once on a folder name to select that folder.
2. Choose **Folder>Rename Selected Folder**.
3. Enter a new name.
4. Click **OK** to accept, or **Cancel** to exit.

Delete

1. Click once on a folder name to select that folder.
2. Click on the **Delete Folder**  icon or choose **Folder > Delete Selected Folder**.
3. Click **OK** to delete the folder.

Clearing Saved Email from a Folder

Click on a folder to select it then choose **Folder > Clear Selected Folder**. Click **OK** to accept. This command will delete all email from a selected folder.

Using the NC Mail Editor

The NC Mail Editor has many of the same features as NC Text. For help with the features of the NC Mail Editor, please refer to the help contents for NC Text.

Opening and Saving Files in the NC Mail Editor

Opening a File

Choose **File > Load** to open an existing file as an e-mail message.

Saving a File

Choose **File > Save** to save a new message as a separate file.

Saving a Copy of a File

Choose **File > Save As** to save a copy of your file with a different name or to a different folder.

Printing from Mail

Print Setup

1. Choose **File > Print Setup** to setup your document for printing.
2. Select the size of the document in the **Paper Size** box. The height and width boxes below show the size of the document measured in inches.
3. Choose from the **Orientation** field **Portrait** or **Landscape** and set the margins in fields provided.
4. Click **OK** to accept or **Cancel** to exit.

Printing

1. Click the Print icon  or choose **File > Print** from the menu. The **Printer** box shows the available printers on the network.
2. Click to select the appropriate **printer**.
3. Click to select the appropriate **paper source**.
4. Enter the number of copies in the **Copies** field.
5. Click the **All** button to print all pages of the entry or click **Pages** button select a range of pages to print.
6. Click **OK** to start printing.

Sizing the NC Mail Window

Controls for sizing the NC Mail window are located in the upper right-hand corner of window.

Minimize Button

Collapse the NC Mail window into an icon on the desktop using the minimize button (hyphen) in right-hand corner of the title bar.

Restore a minimized application by double clicking the application icon on the desktop.

Maximize Button

Maximize the window in the viewing area by clicking the maximize button (box).

Click once on the same button to restore window to resizable mode (double box).

Custom Sizing

To resize the NC Mail window, move the cursor at any corner of window until an arrow appears. Click on the arrow and drag the window to the desired size.

Exiting NC Mail

Click on the third button (x) in the upper right-hand corner of the application window to exit the application or choose **File > Exit** from the menu.

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**NC Address Book
Help Topics**

Divider Title: _____

NC Address Book Help Topics

- **Address Book Overview**
- **Creating New Entries**
- **Managing Individual Entries**
- **Defining Properties for Individual Entries**
- **Managing Group Entries**
- **Defining Properties for Group Entries**
- **Sending Mail**
- **Viewing a Web Page**
- **Searching for Entries or Groups**
- **Searching for Remote Entries**
- **Printing the Address Books**
- **Sizing the Address Book Window**
- **Exiting the Address Book**

Address Book Overview

The **Address Book** has two windows:

Names Window

The Names window is a list of all your entries and groups. **Groups** organize a collection of multiple individual entries.

For example, a group can organize phone numbers and addresses of friends in a separate folder from work-related or other entries.

Use the **tabs** on left of the **Names** window to find an entry or group starting with a certain character.

Click the left mouse button to find entries or click the right mouse button to find groups.

For example, if you want to find an entry for Fred, click on the F tab using the left mouse button.

Information Window

The Information window shows details about a particular entry or group. Enter information such as name, address, e-mail in the **Entry Information** window to the right.

Creating New Entries

Individual Entries

1. Click on the **New** icon . The **Create New** box appears and asks, "What do you want to call the new item?"
2. Provide the Address Book with a **Nickname** for the new entry. A Nickname allows you to quickly identify an entry.

Note: The Address Book sorts entries according to the first letter of the nickname. So, for example, the entry "John Doe" will actually be sorted by J and not D. If you want the Address Book to sort by last name, enter the person's last name first (i.e. "Doe, John").

3. Make sure **New Entry** button is checked. New Entry specifies that the item is an individual and not a group. (For specific information about adding groups, see Groups section below).
4. Click **OK** to accept that this is a new entry.
5. Type the address information into the fields provided by the **Entry Information** form. You do not need to provide information for every field. Also, fields can be deleted, moved, or altered.
6. Your new entry will appear in the **Names** window.
7. Use **[Ctrl]-[Tab]** to toggle between the Names and Entry Information fields.

See Also *Managing Individual Entries & Defining Properties for Individual Entries*

Group Entries

1. Click on the **New** icon .
2. Type in the name for the new group.
3. Make sure **New Group** button is checked.
4. Click **OK** to accept. Your new entry will appear in the **Names** window.
5. Type in the group information in the fields provided.

See Also *Managing Group Entries & Defining Group Properties*.

Managing Individual Entries

Sorting Entries

Click the alphabet tabs on the left side of the **Names** window to move to a specific name in your list. Nicknames starting with that specific letter will be at the top of the list.

You can display your entries by specific properties (by default entries are listed by Nickname) in the Names window. Choose **Options > Sort Entries By** to select the property for sorting.

Editing Entries

Select the specific entry in the Names window. Click the **Edit** icon  to change or add information for the entry. Properties can be added or removed by clicking on the green arrows next to the selected entry.

Deleting Entries

Click on the specific entry in the Names window to select it. Click on the **Remove** icon .

Renaming Entries

Click on the entry in the Names column to select it. Enter the new name for the entry in the **Nickname** field in the **Entry Information** window. Use the **Enter** key to accept new name.

See Also *Defining Properties for Individual Entries*.

Defining Properties for Individual Entries

You can create fields (fax number, pager number, alternate addresses, etc.) for your Address Book entries by using the **Default Property** manager.

- To open the Default Property Manager, choose the **Entry > Default Property Manager**.

Use the buttons to **Update**, **Add**, **Insert**, **Remove** or **Reset** properties.

Use the up and down arrows to move property field around in the hierarchy.

When new default properties are created or edited for entries this will affect default properties for all future entries created in your address book.

- Use the green arrow next to the data entry field to attach action properties to a field.

For example, you can specify that the field is an e-mail address, phone, fax, URL or pager. So, if a property field is defined as an e-mail address, you will be able to launch the NC Mail Editor from within the address book and send mail to your entry's address.

Managing Group Entries

Adding Entries to a Group

1. Click on a group in the **Names** window to select it.
2. Choose **Group > Add Entries to Group**.
3. Click on the entries in the **Entries** window to add each selected entry to a group.

Dragging and Dropping Entries into a Group

1. Click in the **Names** window to select a group.
2. Click and hold on an entry in the **Names** window until a hand cursor appears.
3. Drag the entry over to the **Entries** window and release to add the entry to the group.

Adding Groups to a Group

1. Click on a group in the **Names** window to select it.
2. Choose **Group > Add Groups to Groups**.
3. Click on the entries in the **Group Information** window to add each selected group to the new group.

Deleting Groups from a Group

1. Click on a group in the **Names** window to select it.
2. In the **Group Information** window, click on the group to select it.
3. Choose **Group > Remove Groups From Group** or click the **Delete** key.

Removing Entries From a Group

1. Click on a group in the **Names** window to select it.
2. In the **Group Information** window, click on the entries in the **Entries** window to select them.

3. Choose **Group > Remove Entries From Group** or click the **Delete** key.

Sorting Groups

Choose **Options > Sort Groups By** to select a sorting method. Groups can be sorted by nickname, name or by a property. From this menu you can also choose what to display in the address list.

Renaming Groups

1. Click on the group in the **Names** column to select it.
2. Enter the new name for the group in the **Nickname** field in the **Entry Information** window.
3. Use the **Enter** key to accept the new name.

Defining Properties for Group Entries

You can create data fields and provide additional information for your groups. When new default properties are created or edited for groups this will affect default properties for all new groups created in your address book.

Click on the desired group, then choose the **Group > Default Property Manager**.

Add a New Property

First enter the property name in the top box. Click the **Add** button to add the property to the end of the list.

Change an Existing Property

Click on a property to select it then type in new name in the top box. Click the **Update** button to save changes.

To Insert a Property

Click to select a property you wish to insert a new property above. Enter the new property in the top box. Click on the **Insert** button to place the new property above the selected property.

Removing an Entry

Click on a property to select it then click on the **Remove** icon  to delete the property from the window.

Restoring the Defaults

Use the **Reset** button to restore the defaults for the Property Manager.

Use the up and down arrows to move the property field up or down in the hierarchy.

Sending Mail

1. Select an **Entry** in the **Names** window.
2. Click on the Mail icon  to open the NC Mail Editor or choose **Action > Mail** from the menu.
3. Compose an e-mail message to the selected Entry.

Note: To send e-mail directly from the **Address Book**, you must first establish which field contains the e-mail address information.

See Also *Defining Properties for Individual Entries*.

Viewing a Web Page

Select an entry in the Names window. Click on the **Web Page** icon  or choose **Action > Web Page** from the menu to open the browser and view a web page.

Note: To view an entry's Web page from the Address Book you must first establish which field contains the Web page address

See Also *Defining Properties for Individual Entries*.

Searching for Entries or Groups

Look up an Entry or Group

Choose **Edit > Find** to search for a particular Entry or Group.

Choose **Search for an Entry** or **Search for a Group** to define your search.

You can further define your search by selecting **Match Case** to make the search case-sensitive or search by a **nickname** or specific **properties**.

Quick Find

You can modify the Quick Find feature (left side tabs) by choosing **Options > Modify Quick Find** to change the alphabet tab displays.

Searching for Remote Entries

Address Book allows you to search for people over the Internet. You may choose various search parameters.

Beginning a remote search

1. Choose **File > Import Remote Entries**.
2. In the **Remote Address Book** field use the green arrows to select a search engine.
3. Enter name or other information in the **Search For** field.
4. Use the green arrows by the **In** field to define your search parameters. You can search by name, city, state, etc.
5. Click the **Search** button to begin the search. The results of the search will be listed in the window below.

Entering Search Information in the Address Book

1. Click on the name and address to select it.
2. Click **OK** to enter the data from the search to the Address Book. The new information will be added in extra fields at the end of the default fields for the entry. Properties for new fields must be set up manually.

See Also *Defining Properties for Individual Entries*.

Printing the Address Book

Print Setup

1. Choose **File > Print Setup** to setup your document for printing.
2. Select the size of the document in the **Paper Size** box. The height and width boxes below show the size of the document measured in inches.
3. Choose from the **Orientation** field **Portrait** or **Landscape** and set the margins in fields provided.
4. Click **OK** to accept or **Cancel** to exit.

Printing

1. Click the Print icon  or choose **File > Print** from the menu. The **Printer** box shows the available printers on the network.
2. Click to select the appropriate **printer**.
3. Click to select the appropriate **paper source**.
4. Enter the number of copies in the **Copies** field.
5. Click the **All** button to print all pages of the entry or click **Pages** button select a range of pages to print.
6. Click **OK** to start printing.

Printing the Entire Address Book

Choose **File > Print All** from the menu.

Sizing the Address Book Window

Controls for sizing the Address Book window are located in the upper right-hand corner of window.

Minimize Button

Collapse the NC Address Book into an icon on the desktop using the minimize button (hyphen) in right-hand corner of the title bar.

Restore a minimized application by double clicking the application icon on the desktop.

Maximize Button

Maximize the window in the viewing area by clicking the maximize button (box).

Click once on the same button to restore window to resizable mode (double box).

Custom Sizing

To resize the Address Book window, move the cursor at any corner of window until an arrow appears. Click on the arrow and drag the window to the desired size.

Exiting the Address Book

Click on the third button (x) in the upper right-hand corner of the application window to exit the application or choose **File > Exit** from the menu.

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

NC Calendar Help Topics

Divider Title: _____

NC Calendar Help Topics

- **Calendar Overview**
- **Using the To Do List**
- **Using the Events List**
- **Using the Appointment List**
- **Printing from the Calendar**
- **Sizing the Calendar Window**
- **Exiting the Calendar**

Calendar Overview

The Calendar shows your schedule in three different modes, by day, by week or by month. You can easily schedule appointments and events, and maintain a checklist of tasks.

View Day

Click **View Day** icon  for a detailed view of your schedule including appointments, events and tasks. Click on the small calendar on the left to select a specific day.

Click on the right and left arrows to page the calendar forward or backward by a month.

Click on the right or left double arrows to change the displayed calendar month forward or backward by a year.

View Week

View your entire weeks schedule by clicking on the **View Week** icon .

Use the scroll bar on the right to view additional appointments.

View Month

View an entire month of appointments and events by clicking on the **View Month** icon .

Click on the right and left arrows to page the calendar forward or backward by a month.

Click on the right or left double arrows to change the displayed calendar month forward or backward by a year.

Search for Date

Click on the **To Date** icon  to search for a specific date in your calendar.

Enter search date in the field (follow the format of the default sample that appears in the search field) and click on **OK** to accept.

Go to Current Date

To quickly move to the current day while in View Day mode, click the **Today** icon .

Using the To Do List

You can maintain a list of tasks and mark them as completed or tasks in progress. The **ToDo** list is on the left side of your calendar window and appears only in **View Day** mode.

Adding Tasks

Click once in an empty field to begin entering a new task.

Use the scroll bar at the right to view additional tasks once your list has grown long.

Marking Tasks

Click once in the box to the left of any task and a red check mark appears ✓.

Click again and a ✕ is entered to mark the task complete.

A third click will uncheck the task.

Using the Events List

The Events List is on the top of your calendar window and only appears in **View Day** mode.

Adding Events

Click once in an empty text field to begin entering a new event. Use the scroll bar to the right to view additional events once your list has grown long.

Repeating Events

1. Click on the **View Day** icon .
2. Enter the event description in the box.
3. Click on the **Make Repeat** icon .
4. Enter the starting date of the event.
5. Choose from the pull-down menu the repeat method (i.e. by day, week, month, year or day of the month).
6. Enter the desired frequency of the event.
7. Click **OK** to accept or **Cancel** to discard.

For Example:

Staff Meeting
Starting 9/17/1997
Repeat by day of the month
2nd Wednesday of every month

Using the Appointment List

Adding Appointments

1. Click on the **View Day** icon  to begin editing.
2. Click in the box next to the time you desire to schedule an appointment.
3. Enter the appointment information in the gray-tabbed box.
4. To move an appointment to another time, position the cursor over the gray tab until a move icon appears then click and drag.

Note: Green arrows appear in tab to indicate a repeating appointment.

Editing Appointments

Click in the gray-tab box to activate the cursor then begin typing to change information about your appointment.

Deleting Appointments

Click on a gray-tab box to activate it, then click on the **Delete** icon  to erase the appointment.

Repeating Appointments

1. Click on the **View Day** icon .
2. Enter the appointment description.
3. Click on the **Make Repeat** icon.
4. Enter the start date for the repeating appointment.
5. Choose from the pull-down menu the repeat method (i.e. by day, week, month, year or day of the month).
6. Enter the desired frequency of appointment.
7. Click **OK** to accept or **Cancel** to discard.

Printing from the Calendar

Print Setup

1. Choose **File > Print Setup** to setup your document for printing.
2. Select the size of the document in the **Paper Size** box. The height and width boxes below show the size of the document measured in inches.
3. Choose from the **Orientation** field **Portrait** or **Landscape** and set the margins in fields provided.
4. Click **OK** to accept or **Cancel** to exit.

Printing an Entry

1. Select a **View** mode to print a day, week or month from the Calendar.
2. Choose from the menu **File > Print**. The Printer box shows the available printers on the network.
3. Click to select the appropriate **printer**.
4. Click to select the appropriate **paper source**.
5. Enter the number of copies in the **Copies** field.
6. Click the **All** button to print all pages of the entry or click **Pages** button select a range of pages to print.
7. Click **OK** to start printing.

Sizing the Calendar Window

Controls for sizing the NC Calendar window are in located in the upper right-hand corner of window.

Minimize Button

Collapse the NC Calendar into an icon on the desktop using the minimize button (hyphen) in right-hand corner of the title bar.

Restore a minimized application by double clicking the application icon on the desktop.

Maximize Button

Maximize the window in the viewing area by clicking the maximize button (box).

Click once on the same button to restore window to resizable mode (double box).

Custom Sizing

To resize the Calendar window, move the cursor at any corner of window until an arrow appears. Click on the arrow and drag the window to the desired size.

Exiting the Calendar

Click on the third button (x) in the upper right-hand corner of the application window to exit the application or choose **File > Exit** from the menu.

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NC Text Help Topics

Divider Title: _____

NC Text Help Topics

- **Creating a New File**
- **Opening a File**
- **Saving Files**
- **File Manager Help**
- **Text Editing - Using Cut, Copy, Paste and Selection Commands**
- **Using Find and Replace •**
- **Using Redo/Undo**
- **Using the Editor Toolbar Icons**
- **Formatting the Document**
- **Formatting Text**
- **Formatting a List**
- **Inserting an Image**
- **Creating a Spacer**
- **Creating Links**
- **Saving and Viewing Your Document as a Web Page**
- **Printing From the Editor**
- **Sizing the Editor Window**
- **Exiting the Editor**

Creating a New File

Choose **File > New** to create a new file.

When NC Text is launched, it creates a new file automatically.

Opening a File

Opening a File

1. Choose **File > Open** to open an existing file in NC Text.
2. Click on the file to select it.
3. Click on the **Open** button to load the file.

Saving Files

Saving a File

Choose **File > Save** to save your changes after editing your document. If the file has not been saved under an existing filename, you will need to enter a name for the file.

Saving a Copy of a File

Choose the **File > Save As** to save a copy of your file with a different name or to a different folder.

Setting Document Properties

Choose from **File > Properties** to view document properties.

Enter a title for the document in the **Title** box. The title element identifies the document in navigation and indexing.

For example, the title element would appear in the menu bar in your browser window.

Base element allows you to record relative paths of a document and its directories.

Enter directories in the **Base** box. Click **OK** to accept.

Text Editing

Text must first be selected (highlighted) to apply text editing commands. Click and drag over text to select it or choose the menu command **Edit > Select All** to select the entire document.

Cut

Choose **Edit > Cut** to cut selected text from a document.

Copy

Choose **Edit > Copy** to copy selected text from a document.

Paste

Choose **Edit > Paste** to paste selected text within the document after using the Cut or Copy command. Once selected text has been cut or copied it remains on a clipboard until another selection is made. This allows for multiple pastes.

Clear

Choose **Edit > Clear** to delete selected text.

Using Find and Replace

Searching for Text

1. Choose **Edit > Find/Replace** to begin a search for text within your document.
2. Enter text in the **Find Text** box.
3. Check the boxes below to define your search.
4. Check **Reverse Search** to begin the search from the end of the document.
5. Click the **Find** button to begin searching.
6. To search for the next instance of selected text choose **Edit > Find Next**.

Finding and Replacing Text

1. Choose **Edit > Find/Replace** to find and replace a word or a combination of words within your document.
2. Enter word(s) to search for in the **Find Text** box.
3. In the **Replace With** box, enter the replacement text.
4. Click the **Find then Replace** button to first find the text and then replace it, or click the **Replace All** button to replace text within an entire document.

Using Redo/Undo

Undo

Choose **Edit > Undo** or click on the **Undo** icon  to undo the last performed operation.

If you click on this icon again, it will undo the operation performed even before that, and so on.

Redo

Choose **Edit > Redo** or click on the **Redo** icon  to redo the last performed operation.

If you click on this icon again, it will redo the operation performed even before that, and so on.

Using the NC Text Toolbar Icons

Icons for formatting text, creating links and inserting images are located in the toolbar at the top of the NC Text window. To use these icons first select text or place the cursor where you want the formatting to begin and click the appropriate icon. Formatting is active when the icon buttons are yellow. To undo a format, re-click the icon button.

Functions of the icons are described below.



Decrease font size



Increase font size



Format text as bold



Format text as italic



Create underlined text



Create fixed font style formatting



Center paragraph



Indent paragraph



Remove indent paragraph



Formats a bulleted list



Formats a numbered list



Redo last action



Undo last action



Format document default colors - background, text and links



Create hypertext links to other web pages

Formatting the Document

Setting Document Default Colors

1. Choose **Format > Document** or click the **Document formatting** icon  to set the background, text and link colors in your document.
2. Click **Select** to open Color Selection palette and move slider bars to select a color.
3. Click **OK** to accept.

Setting an Image as a Background

1. Choose **Format > Document** or click the **Document formatting** icon .
2. Click on the **Browse** button to display your files.
3. Click on an image to select.
4. Click **Open** to accept.

Formatting Text

Select (highlight) text before using commands to apply styles, size and color to your text.

Changing Font Style

1. Choose **Format > Font** to apply special formatting to your text.
2. Click the buttons to add one or more styles.
3. Click **Apply** to preview the new style or click **OK** to accept the selected style.

Face Name

Choose **Format > Font** to enter font face style for your text. In the **Face** box enter a font name for your text.

Changing Font Size

1. Choose **Format > Font** to enter new size for your text.
2. Click the **Decrease** or **Increase** button to change the size of the font.
3. Click **Apply** to preview the new size or click **OK** to accept the selected size.

Color

1. Choose **Format > Font** to change the color of your text.
2. Enter a color name, hexadecimal color code or click on the **Select** button to use the Color Selection palette to choose a new color.
3. Move the sliders to change the red, green and blue values.
4. Click **Apply** to preview the new color or click **OK** to accept the selected color.

Paragraph

Choose **Format > Paragraph** to apply Paragraph, Header, Justification or Indentation to your text.

Inserting Line Breaks

1. Choose **Insert > Line Break** from the menu.
2. Click **Clear Left** or **Right** to break the line and move vertically down until you have a clear left or right margin.
3. Choose **Insert > Word Break** to insert the word break element. This element lets the editor know where a line break is allowed to be inserted if needed.

Horizontal Rule

1. Choose **Insert > Horizontal Rule** to add a horizontal rule to your document.
2. Enter values for width, size and color. Note: The width of a page is about 600. Size 1 will produce a basic line. Size 50 will produce a "line" or bar about 1 inch thick.
3. Click the **Browse** button to select colors from the Color Selection palette.
4. Click the **No Shade** button to insert a solid rule without shading.
5. Select alignment by clicking the Left, Center or Right buttons.
6. Click **Apply** to preview the rule or click **OK** to accept.

Formatting a List

To format existing text as a list, first select (highlight) text then apply formatting using the menu commands or clicking on the bulleted or numbered list icons.

Creating a Bulleted List

1. Choose **Insert > Bullet List** from the menu or click on **Bullet List** icon .
2. To choose bullet style, choose **Format > Bullets and Numbering** from the menu.
3. Click buttons to select bullet format.
4. Click **Apply** to preview or **OK** to accept.

Creating a Numbered List

1. Choose **Insert > Numbered List** from the menu or click on **Numbering List** icon .
2. To choose numbering style, choose **Format > Bullets and Numbering** from the menu.
3. Click buttons to select numbering format.
4. Click **Apply** to preview or **OK** to accept.

Creating a Definition List

1. Choose **Insert > Definition List** from the menu.
2. To define components of the definition list choose **Format > Bullets and Numbering** from the menu.
3. Click buttons to select list format.
4. Click **Apply** to preview or **OK** to accept.

Inserting an Image

Saving Images from the Internet

1. Find an image on the Internet that you wish to save.
2. Click on the image with your right mouse button.
3. Select **Save this Image As** which will bring up the NC Files window.
4. Double click on the **"My Web Site folder."**
5. Click **Save**.

Note: If you have created another folder for images, you can choose to save your image there instead, but that the folder must be a subdirectory to "My Web Site" (in other words, the folder for the images must be "inside" the "My Web Site" folder).

Inserting the Image

1. Choose **Insert > Image** from the menu to open Image Properties palettes.
2. Click **Browse** button next to **Source** box to display image files.
3. Click on the image to select it (NC Text supports GIF and JPEG files and animated GIFs). Your selection will be entered in the Source box.

Note: If you plan to view this page in Netscape, you must delete everything form the **Source** field except for the image name. If your image is stored in a subdirectory of your "My Web Site" folder, delete everything form the **Source** field except for the subdirectory name and the image name.

Scaling the Image

Enter pixel values in height and width boxes to scale your image.

Creating a Border

Enter a pixel value in **Border** box to create a solid border around your image. Enter values in the VSpace (vertical) or HSpace (horizontal) to create an invisible border around your image.

Aligning the Image

Click buttons at bottom to select an alignment for your image.

Creating a Spacer

Create a spacer to provide indentation and alignment in your document. Creating a spacer is similar to creating an invisible place holder. Use the **Spacer Properties** palette to set the height and width of the spacer.

1. Choose **Insert > Spacer** to open Spacer Properties palette.
2. Enter a pixel value in the height and width boxes. Clicking the **Square** button will make a proportioned square.
3. Click on a button to format alignment.
4. Click **OK** to accept.

Creating Links and Targets

Making a Link

1. Select (highlight) the text you want to make a hypertext link.
2. Choose **Link > Make Link** or click the **Link** icon  and enter the filename.
 - > If linking to an external web site, make sure to include full path name of the URL.
For Example: `http://www.oracle.com/promise` or `http://www.yahoo.com`.
 - > If linking to another file you created using NC Text, that file must be in the "My Web Site" folder and you would type in the full path.
For example: `http://your server name/~your user id/filename.html`
3. Click on **OK** to accept.

Changing a Link

To change a link choose **Link > Edit Link**. Enter new URL or filename and click **OK** to accept.

Making a Target

Creating a target link allows you to link to an anchor within your page.

1. Choose **Links > Make Target**.
2. Enter a target name (a word within your document to which you would like the target to take you) and click **OK** to accept.

Saving and Viewing Your Document as a Web Page

Saving the File

In order for your NC Text document to be viewed as a Web page by an Internet browser, it must be named and filed appropriately.

1. Choose **File > Save As** from the menu.
2. Double click on the **“My Web Site”** folder to select it as the folder into which you will save your document. All files to be viewed as a Web page must be stored in this folder.
3. Type in a name for the file and add the extension **.html** to your filename. For example, if your file is named *Poetry Lesson*, you would save it as **PoetryLesson.html**.
4. Click **OK** to save the file.
5. Choose **File>Properties** from the menu.
6. In the **Base** field, delete everything so that the field is empty.

Viewing Your Web Page in Netscape

To view your new home page, go to Netscape and type the URL as follows:

`http:// your server name here/~your user id here/filename.html`

While you are working on your Web page, it is helpful to be able to toggle back and forth from the text editor and Netscape. While your text document is open, you can click on Netscape and have that application running at the same time. To toggle back and forth between the two, simply hold down the **<Alt>** key and hit **<Tab>**.

Note: Every time you make a change in the text editor, you must *save* the revised version. When you toggle back to Netscape, and your old document is still showing, you need to hit the **Reload** button to load the newly revised version.

Printing From NC Text

Print Setup

1. Choose **File > Print Setup** to setup your document for printing.
2. Select the size of the document in the **Paper Size** box. The height and width boxes below show the size of the document measured in inches.
3. Choose from the **Orientation** field **Portrait** or **Landscape** and set the margins in fields provided.
4. Click **OK** to accept or **Cancel** to exit.

Printing

1. Click the Print icon  or choose **File > Print** from the menu. The **Printer** box shows the available printers on the network.
2. Click to select the appropriate **printer**.
3. Click to select the appropriate **paper source**.
4. Enter the number of copies in the **Copies** field.
5. Click the **All** button to print all pages of the entry or click **Pages** button select a range of pages to print.
6. Click **OK** to start printing.

Sizing the NC Text Window

Controls for sizing the NC Text window are in located in the upper right-hand corner of window.

Minimize Button

Collapse the NC Text window into an icon on the desktop using the minimize button (hyphen) in right-hand corner of the title bar.

Restore a minimized application by double clicking the application icon on the desktop.

Maximize Button

Maximize the window in the viewing area by clicking the maximize button (box).

Click once on the same button to restore window to resizable mode (double box).

Custom Sizing

To resize the NC Text window, move the cursor at any corner of window until an arrow appears. Click on the arrow and drag the window to the desired size.

Exiting NC Text

Click on the third button (x) in the upper right-hand corner of the application window to exit the application or choose **File > Exit** from the menu.

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

NC Paint Help Topics

Divider Title: _____

NC Paint Help Topics

NC Paint Basics

- **Creating a New File**
- **Opening a File**
- **Saving Files**
- **Using the Toolbar**
- **Using the Colors Palette**
- **Using the Options Palette**
- **Changing Views / Using Zoom**
- **Using the Grid**
- **Changing the Image Size**

Image Editing

- **Using Cut/Copy/Paste Commands**
- **Using the Selection Tool**
- **Using the Paint Tools**
- **Using the Line / Shape Tool**
- **Using the Text Tool**
- **Applying Effects Using the Selection Tool**
- **Applying Effects with the Pen or Bucket Tool**
- **Using Redo/Undo**
- **Sizing the NC Paint Window**
- **Exiting NC Paint**

Creating a New File

When Paint is launched, it creates a new file automatically.

Set the default background color in the Color Palette.

Choose the **File > New** command to create a new file.

To size the new image, enter height and width dimensions in the boxes or click the arrows to increase or decrease size. Click **OK** to accept.

See Also *Using the Color Properties Palette*.

Opening a File

Opening a File From NC Paint

1. Choose **File > Open File** to open an existing file in your browser.
2. Click on the file to select it.
3. Click on the Open button to load the file.

Opening a File From a URL

1. Choose **File > Open Location**.
2. Enter a URL in the box provided.
3. Click OK to accept.

Saving Files

Saving a New File

1. Choose **File > Save** to save your changes after editing your image.
2. Enter a name for your file.
3. Click on the small box in the **file type** menu to select a file type.
4. Click **Save** to accept.

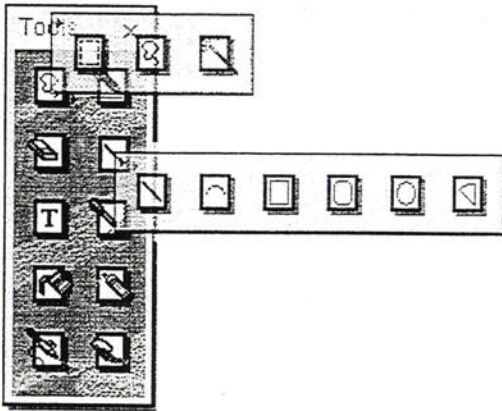
Saving a Copy of a File

1. Choose **File > Save As** to save a copy of your file with a different name or as a different file type.
2. Enter a file name for the image and/or click on the small box in the **file type** menu to select a new file type.
3. Click **Save** to accept.

Using the Toolbar

1. Choose **Show > Show Toolbar** from the menu. The toolbar floats on top of the workspace to give quick access to selecting tools.
2. Hold cursor over a tool to view a description of a tool.
3. Select a tool by clicking once on its icon in the toolbox (when a tool is activated it is highlighted yellow).

Note: A small triangle to the right of a tool icon indicates a menu of hidden tools. To select a tool from the menu, click, hold and drag across to the desired tool. Release the mouse to select the tool.



Using the Colors Palette

Choose **Show > Color** from the menu to open the Colors palette.

Foreground Color

NC Paint uses the foreground color, which appears in the top color selection box in the Color Properties palette, to paint selections using the Pen, Bucket, Airbrush, Spray and Text tools.

Background Color

The background color, shown in the lower color selection box, is the default background color of a new image and is used for filling in the erased areas of an image.

Maximizing or Minimizing the Colors Palette

To maximize or minimize the Colors palette click on the black arrow below the foreground and background selection box.

Selecting Colors

To set the **foreground color**, click the top color selection box.

To set the **background color**, click the lower color selection box.

Click the **RGB** button to adjust red, green and blue values. Click arrows next to Red, Green and Blue value boxes or click and drag triangles on slider bars to change to values.

Click the **HSB** button to adjust Hue Saturation or Brightness. Click arrows next to Hue, Saturation and Brightness boxes or click and drag triangles on slider bars to change to values.

Click the **Decimal** or **Hexadecimal** button to view Color Values in either format. Hexadecimal color codes are used for formatting colors for web pages.

Recently Used Colors Display

The Recently used colors display saves the last 16 colors used in your document. Click on a color to select it as a foreground or background color.

Using the Options Palette

Each tool in the toolbox has a set of options, which appear in the Options palette.

To make the Options palette visible choose **Show > Show Options**.

Click on a tool in the tool Palette to make visible the options for the selected tool.

Changing Views/Using Zoom

The **Zoom** command lets you magnify and reduce the view of an image.

Choose **Zoom** from the menu and select percentage to view the image.

At 100 you are viewing the image at actual size.

Using the Grid

The Grid allows you to connect drawing objects to a customized grid. This function is called "Snap to Grid". The grid can be visible or invisible. The Line/Shape tool allows you to Snap To Grid in the Options palette.

Showing the Grid

Choose **Grid > Show Grid**.

Sizing the Grid

Choose **Grid > Options**.

In the grid Options palette click the arrows next to size box to increase or decrease the size of the Grid.

Changing the Color of the Grid

1. Click the buttons to choose RGB or HSB Color Model. For RGB Color Model, click Decimal or Hexadecimal to choose a method of showing color values.
2. Click and drag the triangles on the slider bars or click the arrows next to color value boxes to adjust color.
3. View an example of the grid to the right of the Grid Size box.
4. Click **OK** to accept.

Changing the Image Size

1. Choose **File > Change Size** from the menu.
2. Enter pixel values in the height and width fields or use the arrows to change the size of the image.
3. Click **OK** to accept.

Using Cut/Copy/Paste Commands

You must first make a selection to apply Cut or Copy commands. Use the **Selection Tool** or choose **Edit > Select All** to select the entire document.

Cut

After making a selection, choose **Edit > Cut** to cut. The selection remains on the clipboard until another command is issued. Use the Paste command to return the cut selection to the image.

Copy

After making a selection, choose **Edit > Copy** to copy a selected area of an image. The copied portion of the image is placed on the clipboard.

Paste

After using the Cut or Copy command, choose **Edit > Paste** to paste a selection into another part of the image.

Clear

Choose **Edit > Clear** to delete a selected part of an image.

Paste From a File

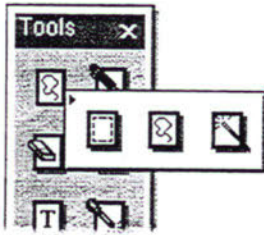
Choose **Edit > Paste From a File** to import a file into your image.

Copy to a File

Choose **Edit > Copy to a File** to save the selected area of an image to a pre-existing file.

See Also *Using the Selection Tool* and *Using Redo/Undo*.

Using the Selection Tool



NC Paint provides a variety of ways to select parts of an image. The rectangle and the lasso tool let you make selections by dragging, while the magic wand tool makes selections based on the color of the targeted areas. When you use a selection tool, the options for that tool appear in the Options palette. When you make a new selection, it replaces the existing selection in the image. To deselect, click once anywhere within the image. Once you have made a selection, you can move, copy, paint, or apply numerous special effects to the selected area. A selected area is indicated by a selection border.

Choosing a Selection Tool

Click and hold on the Selection Tool and drag to the desired tool on the pop-up menu.

Release the mouse to select the tool.

A selected tool is highlighted yellow on the toolbar.

Viewing Options for the Selection Tool

Options available for each tool are shown in the Options palette.

Click the **Selection Tool** icon on the toolbar and choose **Show > Show Options** to see the option for the selected tool.

Rectangle

This selection tool makes rectangular selections. By default the rectangle selection is dragged from its corner. Click and drag over the image to make a selection.

To move your selection, click and hold within the selection rectangle and drag to the desired area. To make a copy of the selection, press the **[Ctrl]** key before you click and drag.

To deselect, click outside of the selection.

>Options

Transparent Mode - Click **Transparent** to render any pixels within the selected area, that are the same color as the current background color, transparent when the selection is moved or effects are applied. Choose Opaque to render the selection non-transparent.



Lasso Tool

The lasso tool is a freehand selection tool. This tool lets you make a selection by dragging a freehand outline around an area. Click and hold to draw a selection area.

>Options

Transparent Mode - Click **Transparent** to render any pixels within the selected area, that are the same color as the current background color, transparent when the selection is moved or effects are applied. Choose Opaque to render the selection non-transparent.



Magic Wand

The magic wand tool lets you select portions of an image based on the color similarities of adjacent pixels. This tool can be useful for selecting a consistently colored area without having to trace the outline with the lasso tool. Set a tolerance level in the Options palette, then click on a color within the area you want to select.

> Options

When you use the magic wand tool, NC Paint determines whether the adjacent pixels are within the hue, saturation or brightness tolerance range, that you specify in the Options Palette. Click the arrows to change the tolerance.

See Also *Applying Effects Using the Selection Tool* and *Using the Options Palette*.

Using the Paint Tools

The Paint Tools include the Pen, Spray, Airbrush, Bucket, and Blend tool. Other tools on the toolbar include the Eye Dropper Tool used for selecting color within an image and the Eraser Tool. Click the Tool palette to select a tool. Click and drag the mouse over the area you wish to apply paint or an effect. To save time when working with painting tools, open the Options and Color palette.



Pen Tool

Use the Pen tool to draw freehand, apply effects or paint. In the Options palette, click the arrows to select pen thickness. Sample Pen size can be viewed next to the thickness selection box. Select an effect by clicking on the small box in the effects box and pulling down to select an effect.



Paintbucket

The Paint Bucket tool fills adjacent pixels that are similar in color value to the pixels you click. Choose a foreground color from the Color palette and click the part of the image you want to fill. All adjacent pixels within the specified tolerance are filled with the foreground color.

To set the tolerance levels open the Options palette and click the arrows to set tolerance level according to hue, saturation or brightness. Click the small box in the Effects menu to choose to apply Paint, Paint Hue Only or Erase effects.



Spray Paint

The Spray Paint tool lets you apply gradual tones to an image. It simulates the effect produced by painting with a can of spray paint. The edges of the stroke are less diffuse than the airbrush tool.

Open the Options palette and click the arrows to set spray thickness and amount of spray. Spray example can be viewed below the amount and thickness boxes.



Airbrush

The Airbrush tool lets you apply gradual tones to an image. It simulates the effect produced by traditional airbrush techniques. The edges of the stroke are more diffused than those created with the Spray Paint tool. The Thickness setting for the airbrush tool determines how wide the spray of paint is applied. The Airbrush Flow setting determines how heavily the spray of paint is applied.

Open the Options palette and click the arrows to set spray thickness and flow of paint. Airbrush example can be viewed below the amount and thickness boxes.

Blend

The Blend tool simulates the actions of dragging a finger through wet paint. The tool blends color from where the stroke begins and blends it with the underlying color in the direction in which you drag.

Open the Options palette and click the arrows to set blend thickness. Blend thickness example can be viewed below the thickness selection box.

Eraser Tool

Use the eraser tool to remove applied effects or paint and restore background color. Open the Options palette and click the arrows to set Eraser thickness. Eraser size can be viewed next to the thickness box.

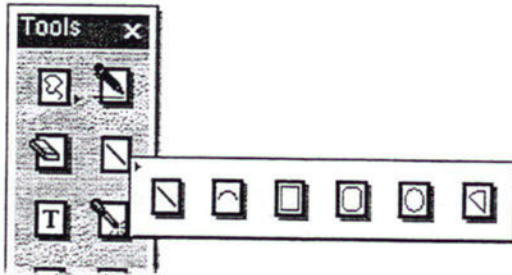
Eye Dropper

The eyedropper tool lets you sample color from an area of an image to designate a new foreground color. The selected color appears in the Colors palette

To select a foreground color using the eyedropper tool hold to eyedropper tool over a color and click once with the mouse to select it.

See Also *Applying Effects with the Pen or Bucket Tools, Using the Colors Palette and Using the Options Palette.*

Using the Line/Shape Tool



The Line/Shape tool allows you to draw various shapes such as a line, an arc, a rectangle, a round rectangle, an oval or a pie shape. The color of the shape is determined by selecting a foreground color in the Colors palette. If your shape is enclosed the shape can be filled with the foreground color. The Snap to Grid option aligns drawing to customized grid.

Line

To draw a line click where you want to line to start and drag to stretch the line to the length desired. Choose line thickness by clicking the green arrows in the Options palette. Click button to select Snap to Grid option.

Arc

Click and drag outward to draw an arc. The first click will set the center of the angle of the arc. Choose the angle of the arc by clicking the green arrows in the Options palette. Click the button to select the Snap to Grid option.

Rectangle

Makes rectangular shapes. By default the rectangle shape is created by clicking and dragging from its corner. Click buttons to select Fill (to create solid shape) or Outline (to create an unfilled rectangular shape). Click the button to select the Snap to Grid option.

Round Rectangle

Makes rounded rectangular shapes. By default the round rectangle shape is created by clicking and dragging from its corner. Click buttons to select Fill (to create solid shape) or Outline (to create an unfilled round rectangular shape). Click the button to select the Snap to Grid option.

Oval

Makes oval shapes. By default the oval shape is created by clicking and dragging from its edge. Click buttons to select Fill (to create solid shape) or Outline (to create an unfilled oval shape). Click the button to select the Snap to Grid option.

Pie

Makes pie shapes. Set the angle of the point of the pie in by clicking the green arrows in the Options palette. Click and drag outward to create the shape. Click buttons to select Fill (to create solid shape) or Outline (to create an unfilled shape). Click the button to select the Snap to Grid option.

See Also *Using the Grid* and *Using the Colors Palette*.

Using the Text Tool

T Use the Text tool to add type to an image. Options for text include, font style, size and bold or italic formatting.

Placing Text

1. Click the **Text tool** icon **T** in the toolbar.
2. Click within the image to place the text insertion bar where you want the text to begin. You can also move the text insertion bar by clicking on it and dragging it within the image.

Choosing Text Color

1. Choose **Show > Show Colors** to open the Colors palette.
2. To set the **foreground color** (the Text Tool uses the foreground color as the default color for text), click the top color selection box.
3. Choose a color by clicking on a color in the recently used color display or by moving slider bars or clicking arrows to set color values.

Selecting Text Size and Formatting

1. Open the **Options** palette.
2. Click on the small box next to **Font Name** to open the menu and pull-down to select a font face.
3. Click on the small box next to **Size** to open the menu and pull-down to select a font size.
4. Click the **Bold** or *Italic* check boxes to apply formatting to the text.
5. View a sample of the text at the bottom of the Options palette.

See Also *Using the Colors Palette* and *Using the Options Palette*.

Applying Effects Using the Selection Tool

Click on the selection tool on the toolbar to select it - Choose rectangle, magic or lasso from the menu. Click and drag to select an area of the image. **Choose Effects > (choose desired effect)** to select an effect.

Paint

Applies color according to foreground selected in the Colors palette.

Paint Hue Only

Applies foreground color as a hue while keeping the shading in the image.

Erase

Replaces the selected part of the image with the background color.

Invert

Creates a negative of an image. You might use this command to make a positive image negative or to make a positive from a scanned negative.

Black and White

Converts an image to greyscale values.

Blur

Blurs hard edges or areas in an image to reduce detail. In the Blur control panel click the arrows to increase or decrease the level of blurring.

Sharpen

Sharpen soft edges to increase clarity or focus. In the Sharpen control panel click the arrows to increase or decrease the level of sharpening.

Dither

Adds a mosaic effect based on the color of the underlying pixels. Click the arrows in the Dither control to increase or decrease the size of the blocks.

Adjust (HSB) Hue Saturation Brightness

Changes the levels of hue, saturation and brightness. Click arrow next to each field to increase or decrease levels of hue, saturation and brightness.

Adjust (RGB) Red Green Blue

Changes the levels of red, green and blue. Click arrow next to each field to increase or decrease levels of red, green and blue values.

Flip Horizontal

Flips your selection horizontally.

Flip Vertical

Flips your selection vertically.

Stretch Horizontal

Stretches your image horizontally. After making a selection choose **Effects > Stretch Horizontal**. In the Horizontal Stretch control panel, enter a stretch percent between 1 and 500 or click the arrows to increase or decrease the percent.

Stretch Vertical

Stretches your image vertically. After making a selection choose **Effects > Stretch Vertical**. In the Vertical Stretch control panel, enter a stretch percent between 1 and 500 or click the arrows to increase or decrease the percent.

Skew Horizontal

Skews your image horizontally. After making a selection choose **Effects > Skew Horizontal**. In the Horizontal Skew control panel, enter a skew angle or click the arrows to increase or decrease the size of the angle. Positive angles skew to the right, negative angles skew to the left.

Skew Vertical

Skews your image vertically. After making a selection choose **Effects > Skew Vertical**. In the Vertical Skew control panel, enter a skew angle or click the arrows to increase or decrease the size of the angle. Positive angles skew upwards, negative angles skew downwards.

Rotate

Rotates your image. After making a selection choose **Effects > Rotate**. In the Rotate control panel, enter an angle value between 360 and -360 or click the arrows to increase or decrease the size of the angle. Positive angles rotate clockwise, negative angles rotate counter-clockwise.

See Also *Using the Colors Palette* and *Applying Effects with the Pen or Bucket Tool*.

Applying Effects with the Pen or Bucket Tool

Applying Effects with the Pen Tool

1. Make sure the Pen tool is selected and the Options palette is open.
2. In the options palette, click on the small box in the Effects menu and pull-down to select an effect.
3. Click and drag across the image to apply the effect.

The effects that are available for the Pen Tool Include:

Paint

Applies color according to foreground color selected in the Colors palette.

Paint Hue Only

Applies foreground color as a hue while keeping the shading of the image.

Invert

Creates a negative of an image.

Black and White

Converts an image to greyscale values.

Blur

Blurs hard edges or areas in an image to reduce detail. In the Blur control panel click the arrows to increase or decrease the level of blurring.

Sharpen

Sharpens soft edges to increase clarity or focus. In the Sharpen control panel click the arrows to increase or decrease the level of sharpening.

Adjust (HSB) Hue Saturation Brightness

Changes the levels of hue, saturation and brightness. Click arrow next to each field to increase or decrease levels of hue, saturation and brightness.

Adjust (RGB) Red Green Blue

Changes the levels of red, blue and green. Click arrows next to each field to increase or decrease levels of red, green and blue values.

Applying Effects with the Bucket Tool

1. Make sure the Bucket tool is selected and the Options palette is open.
2. In the Options palette, click on the small box in the Effects menu and pull-down to select an effect.
3. Click once inside the image to apply the effect to adjacent pixels that are similar in color value to the pixels you first clicked.

The effects that are available for the Bucket Tool Include:

Paint

Applies color according to foreground color selected in the Colors palette.

Paint Hue Only

Applies foreground color as a hue while keeping the shading of the image.

Erase

Replaces the selected part of the image with the background color.

See Also *Using the Paint Tools*, *Using the Color Palette*, and *Applying Effects with the Selection Tool*.

Using Redo/Undo

Undo

Choose **Edit > Undo** to undo the last performed operation.

Redo

Choose **Edit > Redo** to redo the last performed operation.

Sizing the NC Paint Window

Controls for sizing the NC Paint window are located in the upper right-hand corner of window.

Minimize Button

Collapse the NC Paint window into an icon on the desktop using the minimize button (hyphen) in right-hand corner of the title bar.

Restore a minimized application by double clicking the application icon on the desktop.

Maximize Button

Maximize the window in the viewing area by clicking the maximize button (box).

Click once on the same button to restore window to resizable mode (double box).

Custom Sizing

To resize the NC Paint window, move the cursor at any corner of window until an arrow appears.

Click on the arrow and drag the window to the desired size.

Exiting NC Paint

Click on the third button (x) in the upper right-hand corner of the application window to exit the application or choose **File > Exit** from the menu.

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

NC Files Help Topics

Divider Title: _____

NC Files Help Topics

- **NC Files Overview**
- **Launching/Opening Files**
- **Managing Files**
- **Managing Folders**
- **Sizing the NC Files Window**
- **Exiting NC Files**

NC Files Overview

Viewing, Organizing and Managing your Folders and Files

Click once on a folder or a file to select it.

Double-click on a folder to display its contents in the window.

Double-click on a file to launch it in the associated application.

Refreshing the Screen

If you have created new files while NC Files is open, you must refresh your screen to update the list of files. Click on the Refresh icon  to update your list.

Launching/Opening Files

Opening Files

1. Click on a file to select it.
2. Click on the **Open** icon  or choose **File > Open** or double-click on the file name to launch the file in the appropriate application.

Note: While launching some files, like multimedia files, you may get an error message. You will need to open the file directly into your browser (Netscape).

Opening Files in Netscape

1. Open Netscape, and then choose **File > Open file**.
2. Search for the file in your documents directory.
3. Double-click on the filename.

Managing Files

Renaming Files

To change the existing name of a file, choose **File > Rename**. Enter the new name for the file. Click **Rename** to accept or **Cancel** to start over.

Deleting Files

Click on a file to select it. Click on the Delete icon  or choose **File > Delete** to erase the file.

Editing Text Files

Double-click on a text file to open the file in NC Text.

Editing Paint Files

Double-click on a paint file to open the file in NC Paint.

Moving Files

Click on a file to select it. Choose **File > Move**. Double click on the folder into which you want to move it. Click the **Move** button to move the file to a new folder.

Sending Files

Click on a file to select it. Click on the **Send** icon  or choose **File > Send** to launch the NC Mail Editor. Your selected file will automatically be included as an attachment. Enter an email address in the **To** Field. Click on the Send icon .

Managing Folders

The NC File Manager allows you to organize and manage your folders and files. Click once on a folder or a file to select it. Or, double-click on a folder to display its contents.

Creating New Folders

1. Click on the **New Folder** icon  or choose **Folder > New Folder**.
2. Enter a name for the new folder.
3. Click **Create** to accept the new folder name or **Cancel** to return to the File Manager contents list.

Renaming Folders

1. Click once on the desired folder.
2. Choose **File > Rename**.
3. Enter a new name for the folder.
4. Click **Rename** to accept the new folder name or **Cancel** to return to the File Manager contents list.

Deleting folders

Click once on a folder to select it, and then click on the **Delete** icon  or the **Delete key** on the keyboard.

Moving Up a Directory

To go up a directory level, click on the **Parent** icon  or choose **File > Parent Folder**.

Returning to Top Level Directory

To return to the top level of directories choose **Folder > Home Folder**.

Refreshing the Screen

If you have created new files outside of the NC File Manager, you must refresh your screen to update your list of files. Click on the Refresh icon  or choose **Folder > Refresh Folder** to update your list.

Using "My Website" Folder

In your general documents directory there will be a folder automatically created named "My Web Site". Use this folder to give others access to your files or set-up your own website. This folder can be reached from a remote source using the URL
<http://your server name/~your username>.

Sizing the NC Files Window

Controls for sizing the NC Files window are in located in the upper right-hand corner of window.

Minimize Button

Collapse the NC Files window into an icon on the desktop using the minimize button (hyphen) in right-hand corner of the title bar.

Restore a minimized application by double clicking the application icon on the desktop.

Maximize Button

Maximize the window in the viewing area by clicking the maximize button (box).

Click once on the same button to restore window to resizable mode (double box).

Custom Sizing

To resize the NC Files window, move the cursor at any corner of window until an arrow appears. Click on the arrow and drag the window to the desired size.

Exiting the File Manager

Click on the third button (x) in the upper right-hand corner of the application window to exit the application or choose **File > Exit** from the menu.

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

**Getting Started
with the Internet**

Divider Title: _____

Getting Started with the Internet

Many people have referred to the Internet as a gigantic public library with no card catalog. While this may very well be true, the Internet is many other things as well. It can be viewed as a research tool, a publishing house, a conference center, a messaging system, a presentation tool, a magazine, a newspaper, a radio, a television, and much more. It provides access to unlimited resources and can be used for all sorts of purposes. The guide that follows is simply intended to help you get started on your exploration of the Internet and to provide a few working definitions of relevant terms. Once you are “on” you can go to the Web sites referenced in this document to learn more about the Internet.

Accessing the Internet

1. Log on to your Network Computer (see Getting Started with a Network Computer in your Teacher Kit if you need instructions).
2. Using your left mouse button, click once on the **Netscape** icon. This launches your Web browser, which is called **Netscape Navigator**. You have now accessed the Internet.
3. You will be presented with a starting page. This is the *home page* for an information resource, or *Web site*. From here you can move to other pages of the same site or to a different site altogether.
4. Notice the features of your **Netscape window**:
 - There is a **Title Bar** across the very top which identifies the Web site you are viewing.
 - Just below the Title Bar is a **Menu Bar** with the words File, Edit, View, Go, Bookmarks, Options, Directory, Window, and Help. If you move your black pointer over any one of these words and click and hold your left mouse button, you will see another menu appear below it. To select one of these options, simply move your pointer down until your selection is highlighted and then release the mouse button.
 - Below the Menu Bar is a **Tool Bar** with “buttons” labeled Back, Forward, Home, Reload, etc. The Back button is particularly helpful because any time you click on it, it will automatically take you to the last page you visited. If you click on it again, it will take you to the page even before that, and so on. You can always return to a site from this Internet session by using the Back button. Similarly, clicking Forward will move you the other direction.
 - Next you will notice the **Location Box**. This is where you enter the URL (Uniform Resource Locator), or Web address, for a site you would like to view. Highlight the URL that is currently in the box by clicking your left mouse button and holding it

down as you drag the “highlighter” over the URL. Once it’s highlighted, you can type the Backspace key or the Delete key to erase the text. Now that the location box is empty, you can enter the URL of the site you want to visit.

- Below the Location Box is a **Directory Bar** with six buttons, one of which is labeled Net Search. If you do not know the exact URL and wish to perform a search on a desired topic, click on the Net Search button.
5. In order to learn more about the Internet, and practice navigating through it at the same time, please continue with the instructions that follow. Remember that, as with anything, the more you use the Internet, the more proficient you will become with this tool. It is not necessary to be an expert to begin to take advantage of the resources that exist on the Web. However, an understanding of search engines and a working set of searching skills will provide you with the foundation you need to get going. The sites referenced below can help you build that foundation.

Enter the following URL in the **Location Box** and type <Enter>.

<http://www.webteacher.org/winnet/index.html>

This will bring you to a Web site called *webTeacher*, “a self-paced Internet Tutorial that puts both basic and in-depth information about the World Wide Web at your fingertips.” Words that are in color and underlined are hyperlinks. That means you can click on them (one click with the left mouse button) and you will automatically be taken to that new page or site. Before you go further, please take note of the **survival tips** mentioned on the next page of this document.

If, for some reason, you cannot access the Web site above, here is a list of other sites that you might find helpful (note: it is not actually necessary to type in the `http://` portion of the URL because your browser will assume it begins that way, but the rest of the address must be typed *exactly* as you see below).

<http://www.screen.com/start/guide/searchengines.html>

<http://www.classroom.net/classroom/searchingfaq.html>

<http://users.southeast.net/~habedd/polaris/tour0040.htm>

<http://oksw01.okanagan.bc.ca/libr/connect96/search.htm>

<http://www.ultranet.com/~egrilib/tutor.htm>

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Strategies.html>

<http://www.ed.gov/pubs/parents/internet/>

A few simple survival tips...

The “Back” Button

You can always hit the Back button to return to where you were before. Any time you click on it, it will automatically take you to the last page you visited. If you click on it again, it will take you to the page even before that, and so on. You can always return to a site from this Internet session by using the Back button. Similarly, clicking Forward will move you the other direction.

The “Go” Option

If you look under the Go feature on the Menu bar, you will see that it lists all the sites you’ve visited during this session. This is another way to return to a site. Sometimes it is more efficient than the Back button if you’ve been to a large number of sites.

The “Stop” Button

Sometimes when you enter a certain URL or click on a hyperlink, it takes a long time for that new site or page to load. If you don’t want to wait, or if you realize you’ve made a mistake in selecting something, simply click on the Stop button to abort the loading of that site or page.

Bookmarks

If you find a site you really like and would like to “bookmark” it for future use, simply move your pointer over the word Bookmarks on the Menu bar. While holding down the left mouse button, highlight the choice labeled Add a Bookmark and then release the mouse button. Now if you go back to Bookmarks and click and hold, you will see that your site has been added to the list. Unlike the Go feature which only keeps track of this one Internet session, your bookmarks will be saved even after you log off. The next time you use Netscape, your bookmarks will still be there.

You can **edit your bookmarks** by going to the Window feature on the Menu bar and selecting Bookmarks. Now that you are in this new window, simply highlight the bookmark you wish to delete and then select the menu choice Delete under the Edit menu. As you begin to collect bookmarks, you can organize them into folders. While you are in this same window, go to the Item menu and select Insert Folder.

Print

If you find a useful site and you want a hard copy for future reference, click on the Print button on the Tool bar. For example, some of the Internet Basics Guides listed below contain helpful tips for Web searching. You might want to print one of these pages and keep it handy by your computer while you are learning.

Frequently Asked Questions

What is the Internet?

The Internet, sometimes confused with “The Web,” is a network of computers all over the world. It allows users to communicate with one another and transfer data files from one machine to another. Nobody “owns” the Internet and nobody has responsibility for its overall management. Governments, corporate entities, universities, research institutions, and individuals own their particular network of computers and decide whether those computers will be connected to the Internet. They can also decide who has access to them and for what purpose.

What is the World Wide Web?

The World Wide Web, also called *the Web* or WWW, is a special part of the Internet. Like the Internet, it’s a connection that allows people to view information stored on different computers, but it uses a graphical user interface (GUI) which allows for text, graphics, and “hot” links. Web sites might also include sound, video, and animation. Each Web site is created with a programming language called HTML which allows the viewer to easily jump from one site to the next. All World Wide Web addresses begin with “http://”.

What is an ISP (Internet Service Provider)?

The organization that owns the computer through which you access the Internet. Government agencies, educational institutions, and corporations generally have computers that are directly connected to the Internet and they provide access for their members, students, or employees. There are also many commercial services, such as America on Line, that provide access to individuals for a fee. You would need a modem to connect to their computer which would then connect you to the Internet.

What is a Browser?

A program, such as Netscape Navigator or Internet Explorer, that you run on your computer and that allows you to view information on the Web. In order to use your browser to access Web sites, you must be connected to your ISP server.

What is a Server?

A computer that provides a service to other computers (known as *clients*) on a network. Web sites hosted on one computer, or server, can be accessed by other computers around the world that have the software to do so.

What is a Web Site?

A collection of Web pages that belong to a particular person or organization.

What is a URL (A Uniform Resource Locator)?

The Internet addressing system. A URL consists of various parts that, when strung together, define the location of any file or service located anywhere on the Internet. These parts are the protocol, domain, name, path, and file name. An example of a URL is
<http://www.ed.gov/pubs/parents/internet/>

What is HTML (HyperText Markup Language)?

The language in which World Wide Web documents are written. It is basically a code used to make documents readable across a variety of computer platforms and software. The codes are translated by your Web browser so the document can be displayed on your screen.

What is HTTP (HyperText Transport Protocol)?

The protocol (a planned method of exchanging data over the Internet) used by WWW servers. It is the “language” that computers speak to each other when transferring WWW data. All Web addresses begin with “http://”.

What is hypertext?

Documents that contain links to other documents. By clicking on a hyperlink you are automatically taken to that document.

What is a hyperlink?

A text or graphic you click on to make a hypertext jump to another page. A link is usually represented by a highlighted and/or underlined word or image. You can tell if a word or graphic is a link because your pointer (a black arrow) will turn to a white hand when you move over it by moving your mouse.

What is a Search Engine?

A program that matches words we enter in a search box to words out there on Web pages. There are slight differences between search engines, Web guides, and directories, but basically they are all designed to help you find information based on the criteria you specify. Search engines periodically scan the Web and update their enormous indexes of Web pages. All search engines have different indexes, so if you don't find what you're looking for through one engine, try another one.

What is email (electronic mail)?

Email software allows you to send messages, documents, and graphics to other people connected to the Internet.

Clinton Presidential Records Digital Records Marker

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This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

**Evaluating Internet
Resources**

Divider Title: _____

Evaluating Internet Resources

One of the wonderful things about the Internet is that it gives students access to information and viewpoints that weren't so easily available to them before. On the other hand, there is virtually no filtering process for what gets published on the Internet, which presents students with the rather daunting challenge of evaluating the reliability of the resources they find. Living in the Information Age, inundated with information through many types of media, it is important for students to develop strong critical thinking skills with regard to the quality and accuracy of what they hear and read. Below is a list of criteria which is designed to help teachers and students evaluate what they find on the Internet. It should also be noted that on the Internet, itself, one can find thousands of helpful resources dedicated to this very topic. Simply go to your favorite search engine and type in something like "evaluating information on the Internet" or "evaluating Internet resources" and you will be presented with more guidelines and advice than you can imagine. Many of these have been written by librarians who also include suggested formats for citing online resources.

Certainly, the sophistication of critical thinking skills varies by grade level and by individual student. One would not expect a second grade child to evaluate the credibility of an Internet resource with the same skill set as that of a high school student. However, if a student is using the Internet, it's never too early to begin teaching them how to be discriminating with regard to the information they find. Here are some criteria to help them get started:

Purpose

- Does the site state its purpose clearly?
- Who is the targeted audience?
- Is the information promotional?
- Is the information intended to inform or persuade?

Authority

- Who is the author?
- What are the author's credentials and do they relate to the content of the document?
- Does the author list qualifications that make him or her an "expert" on the subject?

Publisher or Sponsor

- Is there an organizational sponsor? Look for a corporate or institutional logo, or links back to the home page.
- Is the page sponsored by a business or corporation (URL usually ends in .com)? If so, is the content designed to sell a product or an idea?
- Is the page published by a non-profit organization or a government agency or an educational institution (URLs end in .org or .gov or .edu respectively)?

Evidence and Support

- Does the author offer data such as statistics, research results, charts, graphs, and tests to support his or her claims? If so, are the data current?
- Are the research methods valid? Have surveys and samples been taken scientifically?

- Does the author provide references to others in his or her field who support the same statements or position on the topic?

Date of Information

- Is the date of the publication critical given the subject matter? If so, is the resource up to date?

Bias vs. Balance and Objectivity

- Does the author or publisher or sponsor have a reason to push only one side of the issue?
- Does the information presented seem like an advertisement or biased promotion?
- Are there any detectable political, cultural, religious or other biases in the document?
- Has there been an attempt to present multiple sides of the issue?
- Does the site have links to other sites that might present a different viewpoint on the same topic?

Contacts

- Does the site include the name of a contact (such as the author or webmaster) whom you can contact for more information or clarification?
- Does the site have links to other contacts or sources that might lend additional credibility?

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Educational Web Sites Samples

Divider Title: _____

Educational Web Sites Samples

There are so many resources on the Internet for teachers and students that it can be difficult to find a comfortable place to begin. However, once you learn to navigate your way through these resources and explore their contents, you will begin to discover which are best suited for your teaching style, your subject matter, and your students. Since Web site addresses often change, and since sites come and go every day, it is almost futile to attempt to maintain an “updated” list. The sites listed below are those hosted by established institutions that are large enough to reduce the risk of their becoming obsolete by the time this document reaches you. Below the URL for each site are some suggestions for navigating to helpful “pages” within those sites. You do not need to follow these directions, as you may prefer an alternate route, but remember to *bookmark* the home page for each of these sites before you begin your journey through their contents. These are not necessarily the “best” sites, but they should give you an idea of the kinds of educational resources that exist on the Internet today. For a more extensive list, please see the next section, *K-12 Educational Web Sites List*.

The Knowledge Network Explorer from Pacific Bell

URL: <http://www.kn.pacbell.com>

While The Knowledge Network Explorer is “designed to be of interest to educators and others who would like to know more about issues affecting the schools and libraries in California,” it also offers a repository of lesson plans for teachers of all subjects. To get to the lesson plan index, follow these instructions:

Scroll down and click on Wired Learning
Scroll down and click on Blue Web’n Applications
Click on Browse the Content Table
Click on Content Area List

The Education Place from Houghton Mifflin

URL: <http://www.hmco.com/hmco/school/School.html>

This site offers many resources for teachers, students, and parents. To find out more about the site, follow these instructions:

Scroll to the bottom of the home page
Click on Site Tour at the far right of the blue bar at the bottom
From here you can choose to take a guided tour of the entire site or elect to learn about a specific area of interest

U.S. Department of Education

URL: <http://www.ed.gov>

The department of Education provides a collection of resources for teachers, students, parents, and researchers. In addition to statistics, research results, and calendars of events, it offers links to other educational resources. To find them, follow these instructions:

From the home page, scroll down and click on Other Sites
Scroll down again and click on Curricular Resources and Networking Projects

American Library Association's Great Sites

URL: <http://www.ala.org/parentspage/greatsites/>

After searching 50,000 Web sites, nine of the nation's top librarians found 700 they recommend as being great for kids. From this site, you can check out all of their finds. If you wish to visit the American Library Association's home page, the URL is simply www.ala.org.

LookSmart

URL: <http://www.looksmart.com>

Looksmart is a regular Web guide like Excite or Lycos, but it has a wonderful index for teachers. To find your way to many other helpful sites, follow these instructions.

Go to the yellow section on the left of the page
Click on Reference & Education
Click on K-12 Education
Click on For Teachers
Click on All Subjects
Click on Lesson Plans

Once you get there, you will be presented with many terrific resources. Try the Busy Teachers Website (<http://www.ceismc.gatech.edu/BusyT/>) and Kathy Shrock's Guide for Educators (<http://www.capecod.net/schrockguide/>)

NASA's Internet in the Classroom

URL: <http://quest.arc.nasa.gov/interactive/index.html>

This exciting site from NASA offers "out of the box and ready to go" on-line programs to classrooms around the world. It provides students and teachers with opportunities to meet scientists, writers, engineers and other professionals. These projects--which they call Sharing

NASA --allow students to share in the excitement of NASA's authentic scientific and engineering pursuits like flying the shuttle, spacecraft explorations of distant planets, and space-based life sciences research. While you may not be a science teacher, it's worth looking at this site to get an idea of how a class can become involved in an on-line project. Click on Current Projects to learn about their latest programs.

Welcome to the White House

URL: <http://www.whitehouse.gov> (please note that this URL ends in .gov NOT .com)

Besides offering a tour of the White House and information about the people who live there, this site serves as a nice entry point to other government institutions.

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**K-12 Educational
Web Sites List**

Divider Title: _____

K-12 Educational Web Sites List

Listed below are educational web sites that may be of interest as you integrate the Internet into your curriculum. You will find that many of these sites serve as indexes for additional educational sites. You will also notice that some of the sites below are listed under more than one category. We offer these sites as mere options, and consequently cannot ensure the quality of each. Promise schools should provide feedback as they review and use these sites so that we may update our list based on your recommendations. You may also add to our list by sending an email to promise@us.oracle.com.

Please note that all of these sites were accessible at the time of this publication, but due to the changing nature of the Web, we are unable to guarantee that all of the sites are still available.

Education Organizations and Foundations

The 3Com E-rate Page

<http://www.3com.com/nsc/industry/erate/>

The Apple Learning Exchange

<http://ali.apple.com>

The Benton Foundation

<http://www.benton.org>

Consortium for School Networking

<http://www.cosn.org>

The Milken Family Foundation

<http://www.mff.org>

The Thornburg Center

<http://tcpd.org>

The U.S. Department of Education, the Office of Educational Technology

<http://www.ed.gov/Technology>

Learning to Use the Internet as an Educational Resource

Global Connections Online

<http://www.nsglobalonline.com>

webTeacher

<http://www.webteacher.org/winnet/index.html>

General Curriculum

American Library Association's Great Sites

<http://www.ala.org/parents/greatsites/>

The Big Six Skills

<http://ericir.syr.edu/big6/bigsix.html>

Blue Web'n Applications Library

<http://www.kn.pacbell.com/wired/bluewebn/>

Busy Teachers' WebSite K-12

<http://www.ceismc.gatech.edu/BusyT/>

Chico High School Library Helpful Bookmarks

<http://www.chs.chico.k12.ca.us/libr/webres/helpful.html>

Curriculum Connections section of ICONnect at

<http://www.ala.org/ICONN/curricu2.html>

CyberDewey

<http://ivory.lm.com/~mundie/DDHC/CyberDewey.html>

K-6 Lesson Plans and Sites

<http://www.csun.edu/~vceed009>

Kathy Schrock's Guide for Educators-Home Page

<http://www.capecod.net/schrockguide/>

Kid InfoSchool Subjects

http://www.access.ohio.gov/Kid_Info/School_Subjects.html

Kid's Web

<http://www.npac.syr.edu/textbook/kidsweb/>

Library of Congress Lesson Ideas

<http://lcweb2.loc.gov/ammem/ndlpedu/lesson.html>

LiveText Topics from Columbia University

<http://www.ilt.columbia.edu/k12/livetext/topics/>

Pacific Bell's Knowledge Network Explorer

<http://www.kn.pacbell.com/>

Ready Reference Using The Internet

<http://k12.oit.umass.edu/rref.html>

Study Web

<http://www.studyweb.com/>

Teacher Topics

<http://www.asd.k12.ak.us/Homepages/JAndrews/TeacherTopics.html>

Web Resources Helpful to Middle School Teachers

<http://www.westnet.com/~rickd/Teachers.html>

WWW Virtual Library

<http://www.vlib.stanford.edu/overview.html>

Animals

Animal Resources from the Electronic Zoo (NetVet)

<http://netvet.wustl.edu/ssi.htm>

Cyber Zoomobile Animal Links

<http://www.primenet.com/~brendel/animal.html>

Desert Animals

<http://www.desertusa.com/animal.html>

EE-Link Endangered Species

<http://www.nceet.snre.umich.edu/EndSpp/Endangered.html>

Index of Zoo sites

http://www.mindspring.com/~zoonet/www_virtual_lib/zoos.html

Indianapolis Zoo

<http://www.indyzoo.com>

National Zoological Park

<http://www.si.edu/natzoo>

Searching Animal Diversity Web

<http://www.oit.itd.umich.edu/bio/biogate-p.cgi/bio/bio.index>

SeaWorld/Busch Gardens Animal Information Database

<http://www.bev.net/education/SeaWorld/>

Art

Art History Resources on the Web

<http://witcombe.bcpw.sbc.edu/ARTHLinks.html>

The Clip Art Universe
<http://nzwwa.com/mirror/clipart/index.html>

The Incredible Art Department
<http://www.artswire.org/kenroar/>

National Gallery of Art
<http://www.nga.gov/collection/collect.htm>

WebMuseum
<http://sunsite.unc.edu/louvre/>

World Art Treasures
<http://sgwww.epfl.ch/BERGER/>

Astronomy

Exploratorium Exploranet
<http://www.exploratorium.edu/>

NASA Sites
<http://www.nasa.gov/>
<http://quest.arc.nasa.gov>

Nine Planets
<http://sed.s.lpl.arizona.edu/nineplanets/nineplanets/nineplanets.html>

Biographies

Biography
<http://www.biography.com/find/find.html>

Notable Citizens of Planet Earth Biographical Dictionary
<http://www.tiac.net/users/parallax/>

Biology

Cell Biology Chapter
<http://esg-www.mit.edu:8001/esgbio/cb/cbdir.html>

WWW Cell Biology Course
<http://lenti.med.umn.edu/~mwd/cell.html>

Career/College

Career Exploration Links
<http://www.uhs.berkeley.edu/CareerLibrary/links/careerme.htm>

The 1996-97 Occupational Outlook Handbook
<http://stats.bls.gov/ocohome.htm>

Peterson's Guide
<http://www.petersons.com/>

Chemistry

Periodic Table
<http://mwanal.lanl.gov/CST/imagemap/periodic/periodic.html>

Periodic Table
<http://140.198.18.108/periodic/periodic.html>

Earth Science

Earthquake Resource Center
<http://www.comet.net/earthquake/>

United States Geological Survey
<http://info.er.usgs.gov/>

Environment/Ecology

Biomes
<http://www.pacific-academy.surrey.bc.ca/ms/biomes.html>

Envirolink Library
<http://www.envirolink.org/elib/alpha.html>

National Wildlife Federation
<http://www.nwf.org/nwf/>

Rainforest Action Network Home Page
<http://www.igc.apc.org/ran/>

Geography

Color Landform Atlas of the United States
<http://fermi.jhuapl.edu/states/states.html>

Country City Net
<http://www.city.net/countries/>

Country Selector
<http://www.wtgonline.com/info.html>

Great Globe Gallery
<http://hum.amu.edu.pl/~zbzw/glob/glob1.htm>

Mapquest!
<http://www.mapquest.com>

Government

Census Bureau
<http://www.census.gov/main/www/subjects.html>

CIA
<http://www.odci.gov/cia/>

Federal Web Locator
<http://www.law.vill.edu/fed-agency/fedwebloc.html>

Library of Congress
<http://marvel.loc.gov/homepage/lchp.html>

Thomas (Legislative Information on the Net)
<http://thomas.loc.gov/>

White House for Kids
<http://www2.Whitehouse.gov/WH/kids/html/kidshome.html>

Holidays

Yahoos collection of holidays
http://www.yahoo.com/Society_and_Culture/Holidays/

Kid Friendly Sites

American Library Association's Great Sites
<http://www.ala.org/parentspage/greatsites/>

Yahooligans! (web guide for kids)
<http://www.yahooligans.com/>

Berit's Best Sites for Children
http://db.cochran.com/db_HTML:theopage.db

Cyber-Seuss
<http://www.afn.org/~afn15301/drseuss.html>

KidLink
<http://www.kidlink.org/>

Seuss-ville

<http://www.randomhouse.com/seussville/>

Terrific Web Sites for Middle School Kids

<http://www.westnet.com/~rickd/Kids.html>

Language Arts

Children's Literature Web Guide

<http://www.ucalgary.ca/~dkbrown/>

The Human Languages Page

<http://www.june29.com/HLP/>

Internet Public Library, Ask the Author

<http://www.ipl.org/youth/AskAuthor/>

Mr. William Shakespeare and the Internet

<http://daphne.palomar.edu/shakespeare/>

Project Bartleby

<http://www.columbia.edu/acis/bartleby/>

Emily Dickinson

<http://www.planet.net/pkrisxle/emily/dickinson.html>

Project Gutenberg

<http://www.promo.net/pg/>

Webspeare

<http://idt.net/~kcn/shakes~1.htm>

Libraries

Library of Congress

<http://www.loc.gov>

National Archives

<http://www.nara.gov>

On-line Books

<http://www.cs.cmu.edu/Web/books.html>

Math

Eisenhower National Clearinghouse for Mathematics and Science

<http://www.enc.org/>

Geometry Center
<http://www.geom.umn.edu/>

Math FAQ
<http://daisy.uwaterloo.ca:80/~alopez-o/math-faq/node1.html>

Math Forum
<http://forum.swarthmore.edu/>

MEGA Mathematics
<http://www.c3.lanl.gov/mega-math/>

SAMI (Science and Math Initiatives)
<http://www.learner.org/sami/lessons.shtml>

Medical

Centers for Disease Control
<http://www.cdc.gov/>

Health Hotlist
<http://sln.fi.edu/tfi/hotlists/health.html>

Merck Manual
<http://www.merck.com/!!r6USV2Vlrr6USV2Vlr/pubs/mmanual/>

NetWellness
<http://www.ovchin.uc.edu/>

Museums

Exploratorium
<http://www.exploratorium.edu>

Franklin Institute Science Museum
<http://sln.fi.edu/tfi/welcome.html>

Index of Online Museums
<http://www.comlab.ox.ac.uk/archive/other/museums.html>

Smithsonian
<http://www.si.edu>

Tech Museum of Innovation
<http://www.thetech.org>

The Web Museum
<http://www.emf.net/louvre>

News

The Boston Globe Online
<http://www.boston.com/globe/>

CNN Interactive
<http://cnn.com/index.html>

Current News (newspapers)
<http://blair.library.rhodes.edu/Default1.htmls/news.html#Newspapers>

Electronic Newsstand
<http://www.eneews.com/>

Wall Street Journal Classroom Edition
<http://info.wsj.com/classroom/index.html>

Question and Answer

The Mad Scientist Network
<http://www.madsci.org>

The Math Forum's Ask Dr. Math
<http://forum.swarthmore.edu/dr.math/dr-math.html>

Pitsco's Ask an Expert
<http://www.askanexpert.com/askanexpert/index.html>

AskERIC
<http://ericir.syr.edu>

Internet Public Library
<http://ipl.org>

KidsConnect!
<http://www.ala.org/ICONN/AskKC.html>

Reference

MVRD (My Virtual Reference Desk)
<http://www.refdesk.com/facts.html>

Purdue University--Virtual Reference Desk
<http://thorplus.lib.purdue.edu/reference/index.html>

Yahooligans! Reference Directory
http://www.yahooligans.com/School_Bell/Homework_Answers/Reference/

Science (General)

Bill Nye the Science Guy's NYE LABS ONLINE
<http://nyelabs.kcts.org/>

Discovery Channel School
<http://school.discovery.com/>

Eisenhower National Clearinghouse for Mathematics and Science
<http://www.enc.org/>

The Mad Scientist Network
<http://www.madsci.org>

Museum Hotlist
<http://sln.fi.edu/tfi/hotlists/museums.html/>

NPR Science Friday Kids Connection
<http://www.npr.org/programs/sfkids>

SAMI (Science and Math Initiatives)
<http://www.learner.org/sami/lessons.shtml>

The Science Learning Network
<http://www.sln.org/>

Virtual Frog Dissection Kit
<http://www-itg.lbl.gov/vfrog/>

Social Issues

Heinemann's Hot Topics
<http://www.reedbooks.com.au/heinemann/hot/hot.html>

Hot Paper Topics
<http://www.sau.edu/CWIS/Internet/Wild/Hot/hotindex.htm>

Prevention Yellow Pages
<http://www.tyc.state.tx.us/prevention/40001ref.html>

SIRS Social Issues
<http://www.sirs.com/tree/social.htm>

Social Studies/History

American Memory from Library of Congress

<http://lcweb2.loc.gov/ammem/>

Ancient World Web

<http://www.julen.net/aw/>

Colonial Williamsburg

<http://www.history.org/>

Discovery Channel School

<http://school.discovery.com/>

Global Gastronomer

<http://www.cs.yale.edu/homes/hupfer/global/gastronomer.html>

History Channel Hot List

<http://historychannel.com/historychannel/histlist/>

History Net

<http://www.thehistorynet.com/>

History/Social Studies Web Site for K-12 Teachers

<http://www.execpc.com/~dboals/boals.html>

Historic Events and Birth Dates

<http://www.scopesys.com/today/>

POTUS (Presidents of the United States)

<http://ipl.sils.umich.edu/ref/POTUS/>

Social Studies Sources

<http://education.indiana.edu/~socialst/>

Valley of The Shadow (Civil War)

<http://jefferson.village.virginia.edu/vshadow2/>

Sports

ESPNNet

<http://espnet.sportszone.com>

CBS SportsLine

<http://www.sportline.com/>

Study Skills

Research and Web Citations from Nueva School

<http://www.nueva.pvt.k12.ca.us/~debbie/library/research/research.html>

Virtual Field Trips, Expeditions, and Excursions

Galileo Project

<http://www.jpl.nasa.gov/galileo/>

GlobalLearn

<http://www.globalearn.org/>

Jason Project

<http://www.jasonproject.org/>

MayaQuest '98

<http://www.mecc.com/mayaquest.html>

Sites Alive

<http://www.sitesalive.com/>