

The Institute of World Affairs
Washington, D.C.
and
The Technology for Peace Group
Nicosia, Cyprus

Technology
for
Peace

TECHNOLOGY FOR PEACE (TFP)

Internet Training Workshop

Nicosia, Cyprus

July 20-23, 1998

Schedule

Please note, each session of the workshop will consist of formal presentations, hands-on exercises, and small group discussions. It is essential that participants attend all sessions of the workshop. This is a highly interactive program that relies on participant input. The workshop facilitators encourage your active participation. All sessions are three hours long. Morning sessions begin at 10 a.m. (Sharp!) and conclude at 1 p.m. Afternoon sessions begin at 4 p.m. (sharp) and conclude at 7 p.m.

Day I (Monday, July 20)

Morning Session: Introduction
(10 a.m. to 1 p.m.) Computer Technology and Communication
Using Microsoft Windows 95

Afternoon Session: Introduction to the Internet
(4 p.m. to 7 p.m.) Using Internet Explorer to Browse the Web

Day II (Tuesday, July 21)

Morning Session: Using the Technology for Peace Web Site
(10 a.m. to 1 p.m.) Core Capabilities
Advancing Communication Between Organizations and
Communities, Local/Global

Afternoon Session: Electronic Mail (e-mail)
(4 p.m. to 7 p.m.) Introduction
Capabilities

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Day III (Wednesday, July 22)

Morning Session: Internet Relay Chat (IRC)
(10 a.m. to 1 p.m.) Setting Up
 Talking in Real Time
 Voice and Video

Afternoon Session: Discussion Webs
(4 p.m. to 7 p.m.)

Day IV (Thursday, July 23)

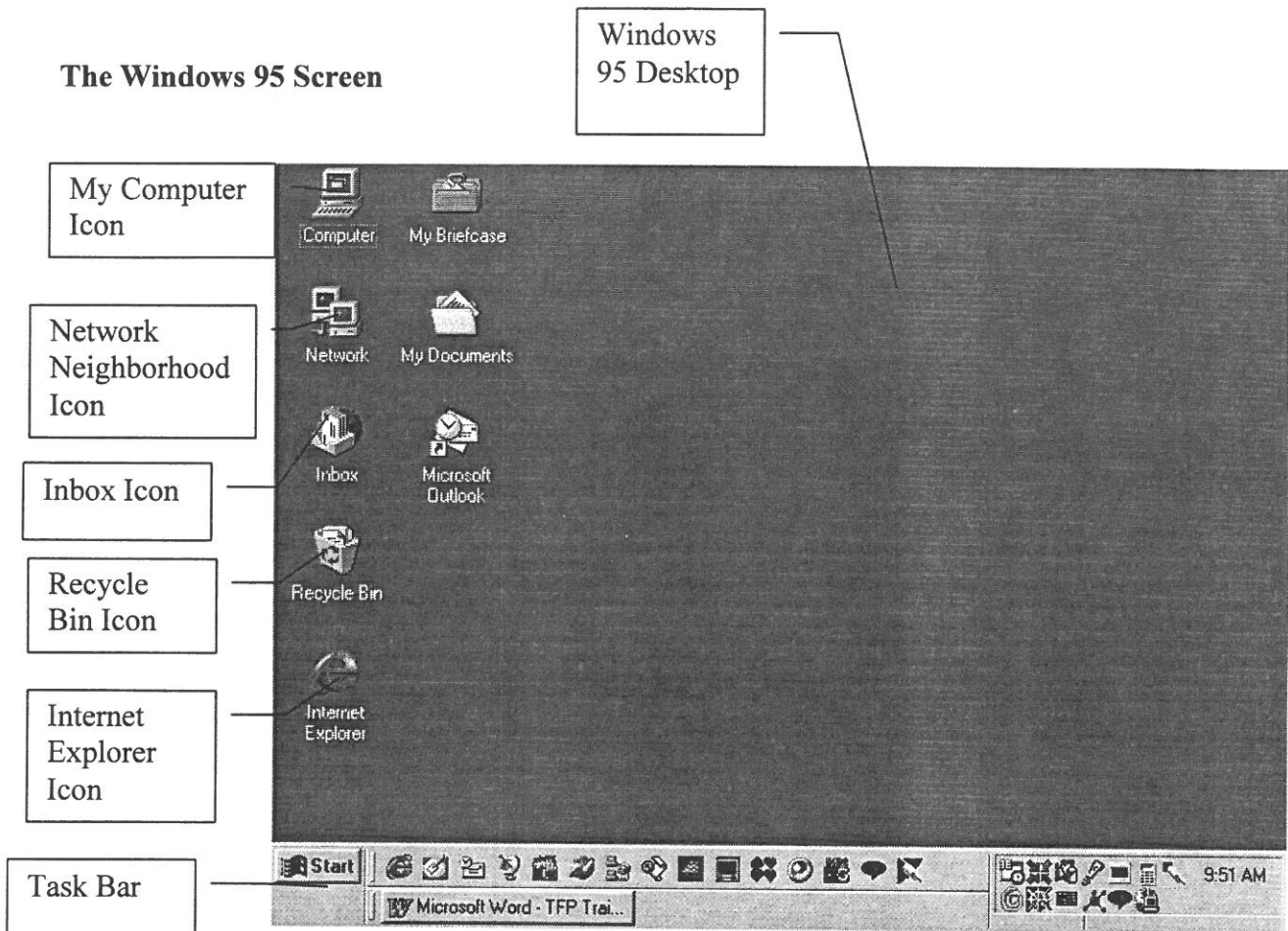
Morning Session: Using the Internet for Research
(10 a.m. to 1 p.m.) Directories; Indexes and Engines
 Libraries and Newspapers

Afternoon Session: Concentrated Hands-on Skills Application
(4 p.m. to 7 p.m.) Maximizing the Utility of the TFP Communication
 Network Conclusion

Session I: Introduction

This session will introduce you to the Windows 95 environment and discuss some of the goals to be addressed in this course.

The Windows 95 Screen



The items on the Windows 95 screen are:

- Windows 95 Desktop Area
- My Computer Icon
- Network Neighborhood Icon
- Inbox Icon
- Recycle Bin Icon
- Internet Explorer Icon
- Task Bar

You can use your computer to communicate around the world. This capability is made possible through the use of the Internet. The Internet is a network of computers connected together around the world.

The World Wide Web is a system for navigating the Internet by using hyperlinks. The Internet is an international network of computers that you can connect to by using your computer. You can view the documents on a different computer by typing the address, or URL, that identifies the location of the computer. These documents, or pages, that you connect to can contain text, pictures, video, and sound.

What is most amazing about the World Wide Web is the amount of information available. Now that you have Microsoft® Internet Explorer, you can use the Web to help you work, learn, shop, communicate with others, or just have fun.

Communicating with others

You can use e-mail, electronic bulletin boards, and chat rooms to communicate with people all over the world and collect information.

- There are many good reasons why electronic mail, or e-mail, is so popular. Mostly, it is fast and easy. You type a letter at your computer and then just click a button to send it. You don't have to buy stamps or go anywhere to mail it. Plus, the letter arrives much more quickly than by traditional mail, even in a matter of minutes, while an ordinary letter can take overnight to go just around the corner.
- With electronic bulletin boards (BBS), you post your message online and then wait for people to post their responses.
- Chat rooms are also very popular and enable you to have "live" typewritten conversations with other people. In the chat room, the occupants type their contributions to the conversation. You too can join in at any time by just typing.

Newspapers and magazines

On the Web, you can read magazines and newspapers from all over the world without ever leaving your home. Plus, you get news much more quickly than if it were mailed to you. For example, perhaps you once lived in a different city or country and still like to follow news and events there. You might be able to connect to the Web and read the online version of the local newspaper.

Perhaps your favorite magazine isn't sold in any stores close to your home. It might have a Web version!

There are also magazines that are available exclusively on the Web, which often feature material you might not find in the printed version, such as artwork and multimedia.

Sports

Wondering how your favorite team did last night? If you can't wait to get the local newspaper to find out, just connect to the World Wide Web, and find out the score for almost any sport all over the world.

You can even customize your computer to update certain team information and sports scores and download them to your desktop automatically.

You can also collect information about sports personalities, find out when a team is playing and who their opponent is, and find fan clubs and trade information with other fans.

Financial information

The Web is a powerful tool that can help you decide what to invest in and then track these investments. You can locate both current and historical financial data, spot trends, and obtain industry information that enables you to make educated investment decisions. Because the Web is a world-wide network, you can collect information on a global level if you want.

When you have made these decisions, you can track your investments daily, hourly, or whenever you want.

In addition, more and more companies are creating their own Web sites. You can connect to these pages to learn more about a company you might be interested in investing in.

Travel

The World Wide Web is a great place to plan a trip because it is a one-stop resource for research and practical information -- as well as for just "sightseeing."

You can start by looking at pictures and reading about different vacation spots. Then, you can even make airline reservations and rent a car. Many hotels now have Web sites offering detailed descriptions, current rates, and pictures of rooms you can reserve with just a few clicks of the mouse.

After you decide where and when you are going, you can use the Web to check the weather, look at maps, plan routes and activities, and check the currency exchange rate. Plus, you can communicate with people who have already been there or live there.

Education

From bee-keeping to popular music, you can use the World Wide Web to learn something new or learn more about an existing interest.

Students can turn to the Web for help doing homework or just to follow an interest. The information is often more current than what you find in encyclopedias and other reference books because the Web can be updated so easily.

You can have an electronic pen-pal and learn about a way of life in another part of the world.

Feel like going to a museum? You can stroll through the galleries of the Louvre, view the latest pictures from the Hubble Space Telescope, or examine dinosaur bones at the University of California at Berkeley Museum of Paleontology.

You're never too old to learn something new!

Shopping

Regardless of whether you love or hate to shop, you'll love the World Wide Web. If you hate to shop, then you may never have to go to a store again. And if you love to shop, the Web will vastly broaden your shopping horizons.

You can also use the Web to locate those hard-to-find items -- for example, out-of-print or rare books.

And the Web is a great place to do price-comparisons. You can quickly see what an item sells for and then decide where to find the best price -- at your local shop or on the Web. Some companies can even handle your transactions over the Web -- and the Microsoft® Internet Explorer security features means it's safe to make online purchases.

You can do some great window-shopping too. There is everything from electronic shopping malls to small companies that sell specialty items.

Entertainment

Film, theater, music, literature. What ever you enjoy, the Web can increase your knowledge and pleasure.

You can read about your favorite movie, and even find out where it is playing and what time the shows start. Have a favorite television show? You can learn what is planned and review summaries of previous shows.

Many recording companies now have Web sites that provide information about recent releases and recording artists. You can even hear samples of musical selections (assuming your computer can play sound).

You can join the electronic fan club for your favorite artists, and read reviews of past and present releases in Web-based entertainment magazines.

There are bookstore and publisher Web sites, and even sites where entire books are transcribed!

Computer software

Many computer companies have Web sites. These sites contain information about existing products and introductions to new products. You can use the Web to find out about software and decide whether a program is one you want to use.

You can also download free software and upgrades to programs you already have. Many companies use their Web sites to distribute prerelease, or beta, versions of software. You could be the first to use a hot new product because you got it from the Web.

For example, <http://www.microsoft.com>, the address of the Microsoft Web site, contains information about all Microsoft products, in addition to access to prereleased, or beta, versions of products. You can easily send mail to Microsoft and receive product support or technical help for a specific problem you might have.

Employment opportunities

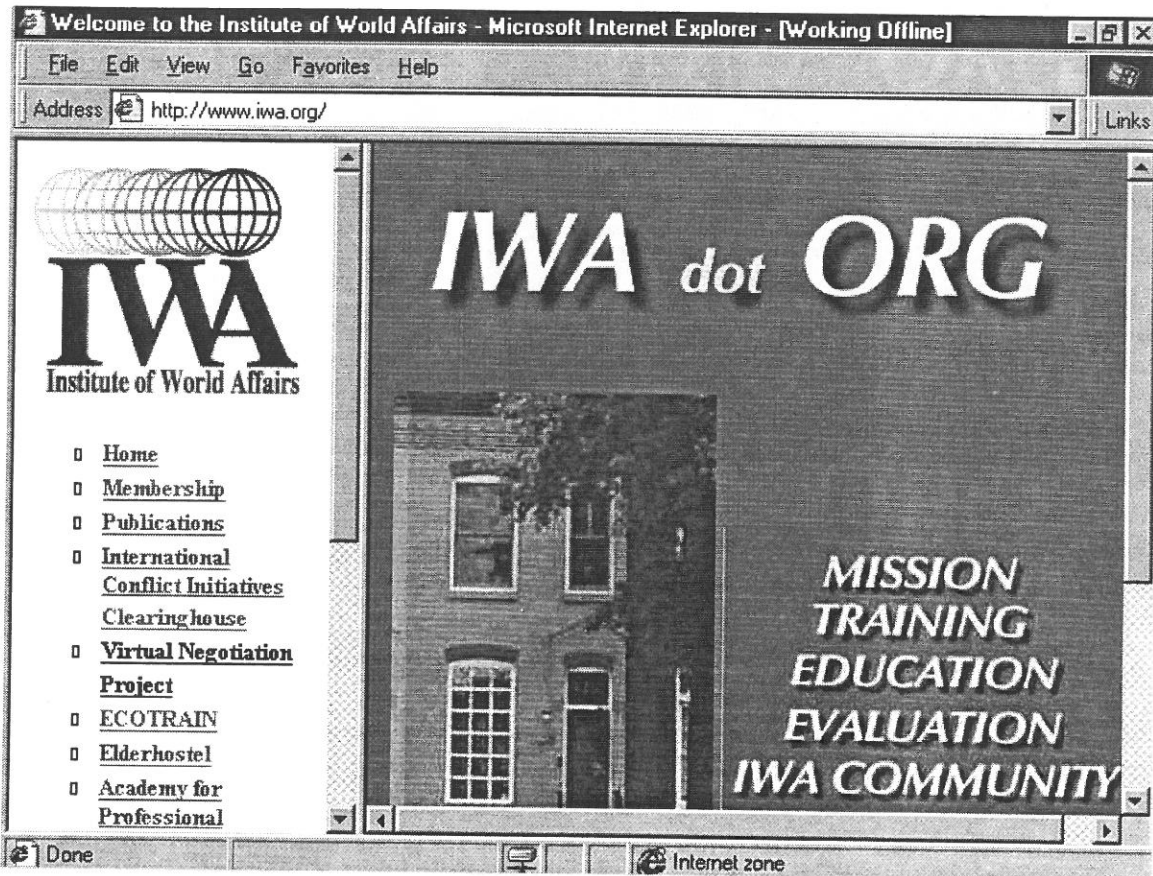
The World Wide Web gives a whole new meaning to the concept of professional networking. You can cover a lot of ground and discover employment opportunities by "surfing" for a job.

Because you can connect to a Web site located anywhere, you can explore what jobs are available in other parts of your country or the world. For example, many large companies, and most computer companies, include a list and descriptions of job openings on their Web sites. Or you can connect to the Web site of a newspaper in the region you are interesting in relocating to and look at their job listings.

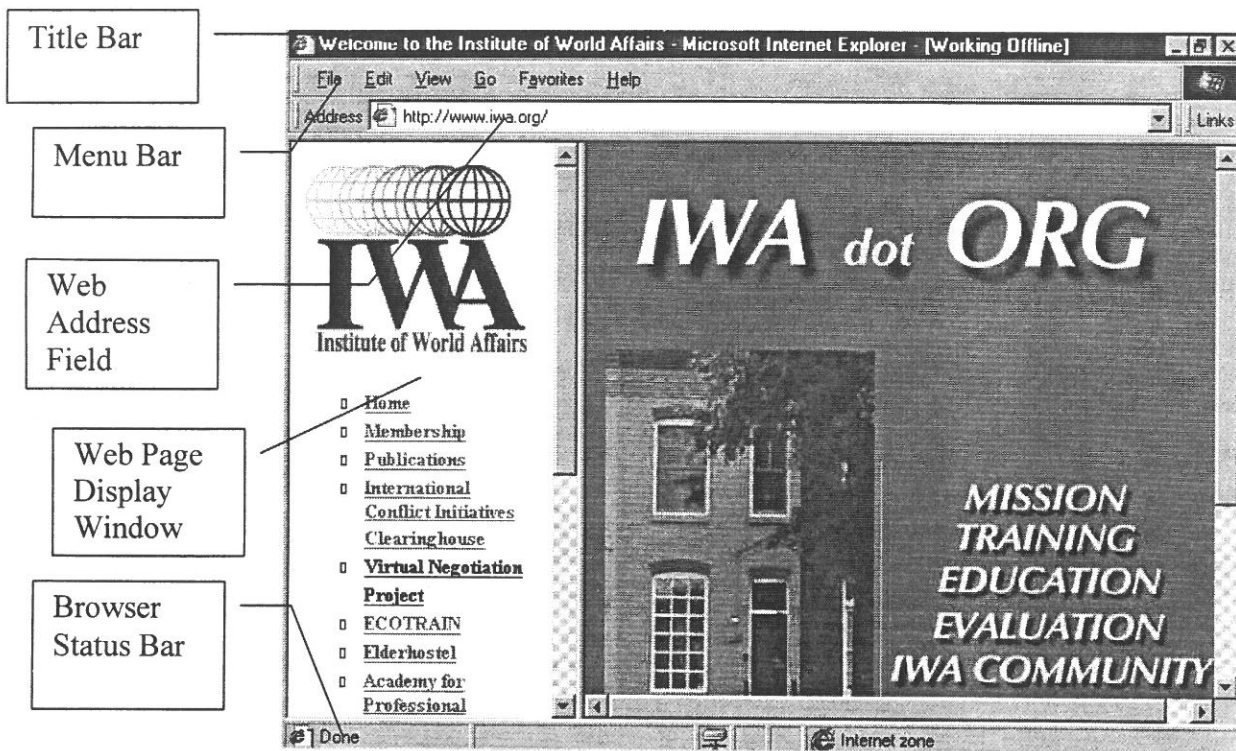
You can also create your own Web site and include a resume. Potential employers can connect to your site to review your qualifications. And you can participate in chat rooms or post the kind of job you are looking for on an electronic bulletin board.

Session II: Internet Explorer and the World Wide Web

Microsoft Internet Explorer



Microsoft® Internet Explorer is the browser software you use to view pages on the World Wide Web. It also enables you to copy information from those pages onto your computer. When you first start using the Web, or even if you are a seasoned "surfer," there are times when you might have questions about the browser or the Web site, such as why a Web page does or doesn't look as you expected, why the page is taking a long time to appear, or how you might make use of the content or HTML codes from the pages you see.



The items on the Internet Explorer browser screen are:

- Title Bar
- Menu Bar
- Address Field
- Web Page Display Window
- Browser Status Bar

Questions & Answers

Question #1: When I go back to a Web page, sometimes the information has been updated, and sometimes it hasn't. Why?

When you first connect to a Web page, your computer stores the text, graphics, and other components that appear on that page in a temporary folder named Cache. Each time you return to that page, the information stays the same, unless the cache has been emptied or the page is set to automatically update. You can update the information at any time by clicking the Refresh button on the toolbar while viewing the page.

Question #2: Where does the software I download from the Web go?

Many software programs download in a compressed or "zipped" format to shorten the download time. You then need to decompress or "unzip" the files before using these programs. Either the software will be set to do this automatically or you will need a program to unzip it.

When you download software, a dialog box appears in which you can specify the location on your computer where you want to save the file.

Question #3: Can I make sure that the software I download doesn't have a virus?

There is no way to be absolutely certain that the software you download is virus-free. However, there are a few practices you can follow that minimize your risk:

- Always download from reputable companies. This will lessen your chances of downloading an infected program.
- When in doubt, don't download.
- Run a virus-checking program on your computer.

Question #4: Why am I sometimes unable to connect to a Web page?

There are two reasons why this happens:

1. Your computer might be set to try to connect for a defined amount of time. If a lot of people are trying to connect to a site, it could take more time than you have set. In that case, you would not be able to connect. Often, you can successfully connect by waiting a few minutes and trying again.
2. The computer that stores that page might be turned off.

Question #5: I looked at a really cool Web page. Can I see what HTML tags were used so I can create such a page myself?

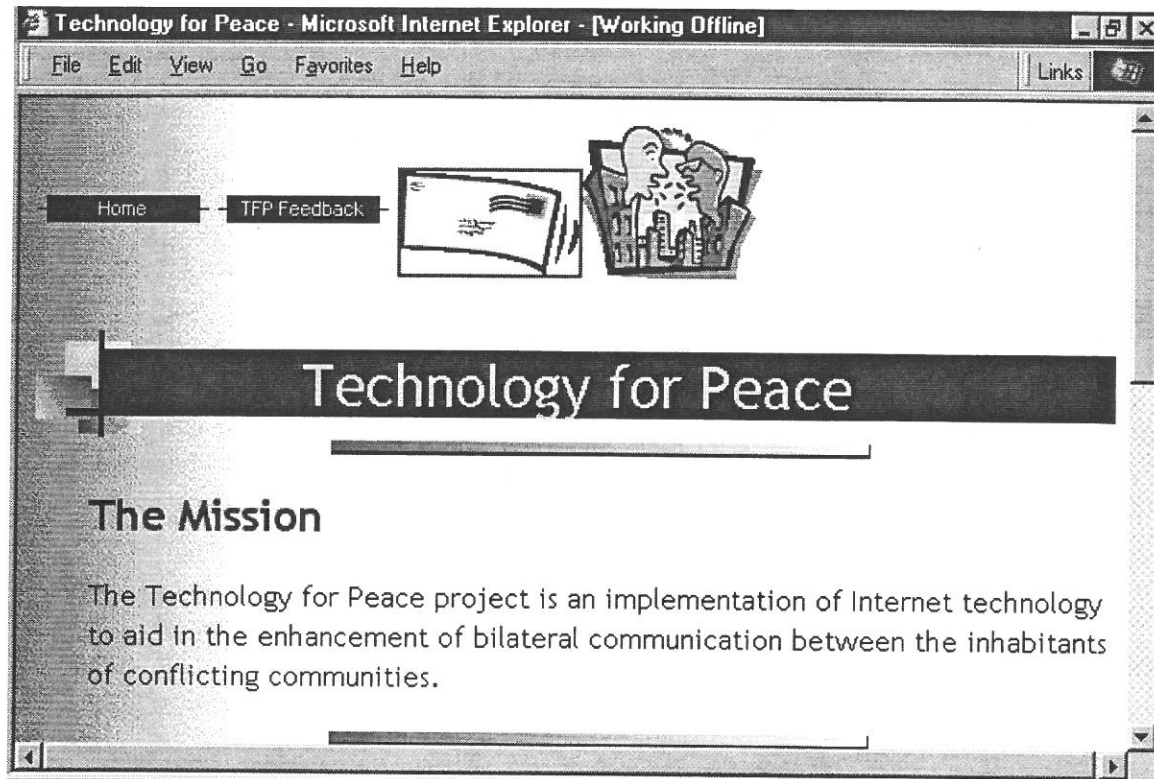
It is very easy to see how a Web page was done. Right-click anywhere on the page. On the menu that appears, click View Source. Notepad opens, displaying the HTML document. You can look at this document to see which HTML tags were used and how.

Question #6: Why does it take so long for some pages to load?

The time it takes for information to download and the page to appear depends on the speed of your modem. You can speed things up by not loading the images. This is good if you are in a hurry and looking for something specific information. However, when you don't load images, you lose a great deal of visual information.

Session III: The Technology For Peace Web Site

The Technology For Peace Web Site is a secured web site designed for the facilitation of peace through the use of the Internet as a communications tool. It utilizes the unique communication capabilities of the Internet (e-mail, chat, discussion webs, etc.) to enhance the ability for others to exchange dialogue without the need to be face to face.

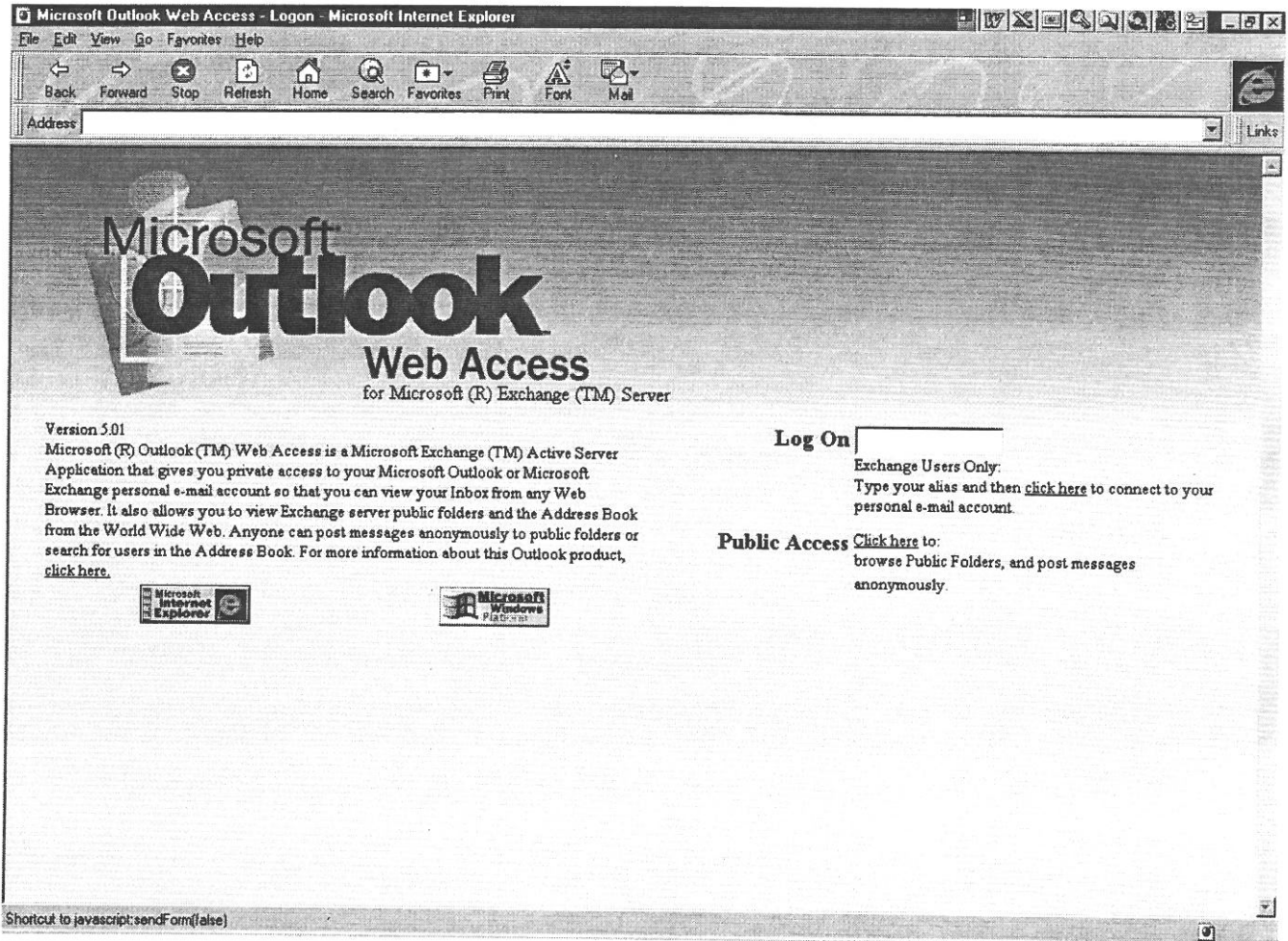


At this site you can:

- Communicate on the Internet via E-mail.
- Exchange dialogue via a discussion web.
- Chat Online (coming soon...)

Session IV: Electronic Mail

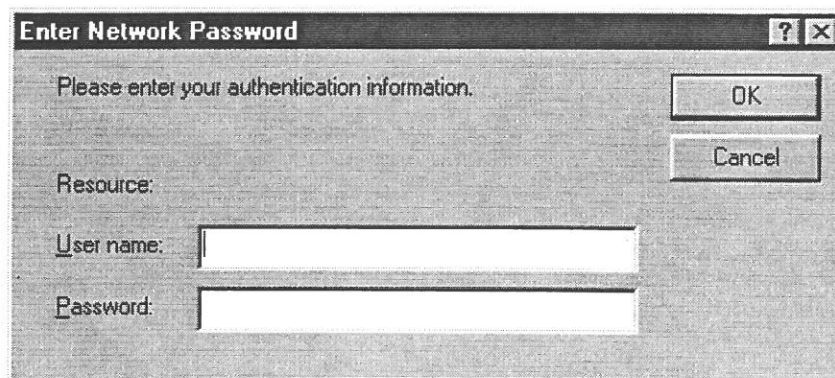
Logging On Electronic Mail



When you select **Electronic Mail** on the TFP Home Page, the Microsoft Outlook Web Access Log-On screen is displayed (see above).

Use this screen to connect to your personal e-mail account.

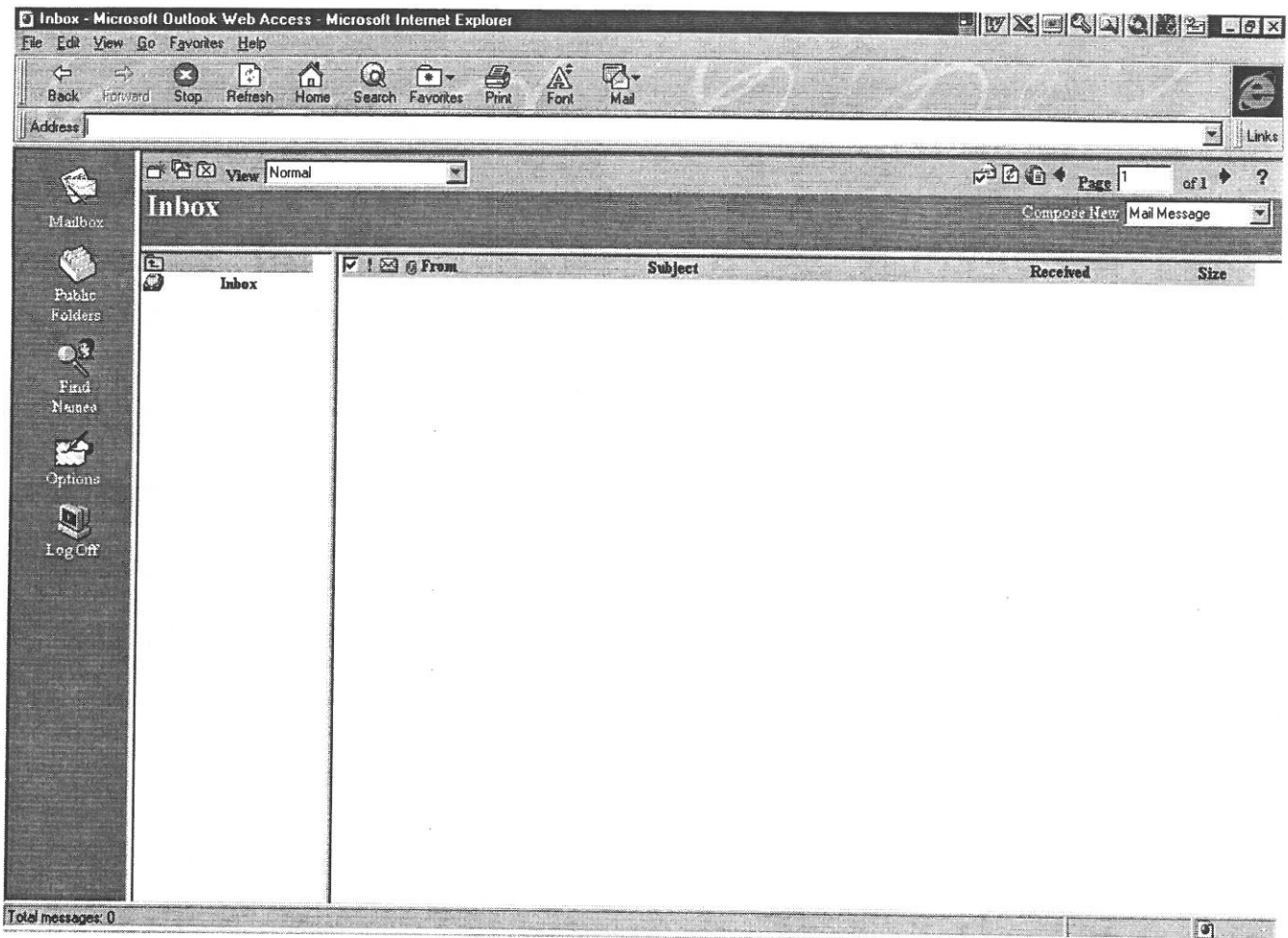
1. Type your USERNAME in the **Log On** box
2. Click on the **click here** hyperlink that is for Exchange Users Only:
(Do not use the Public Access **Click here** hyperlink.)



The **Enter Network Password** window is displayed.

Use this screen to authenticate yourself with the e-mail account over the Internet.

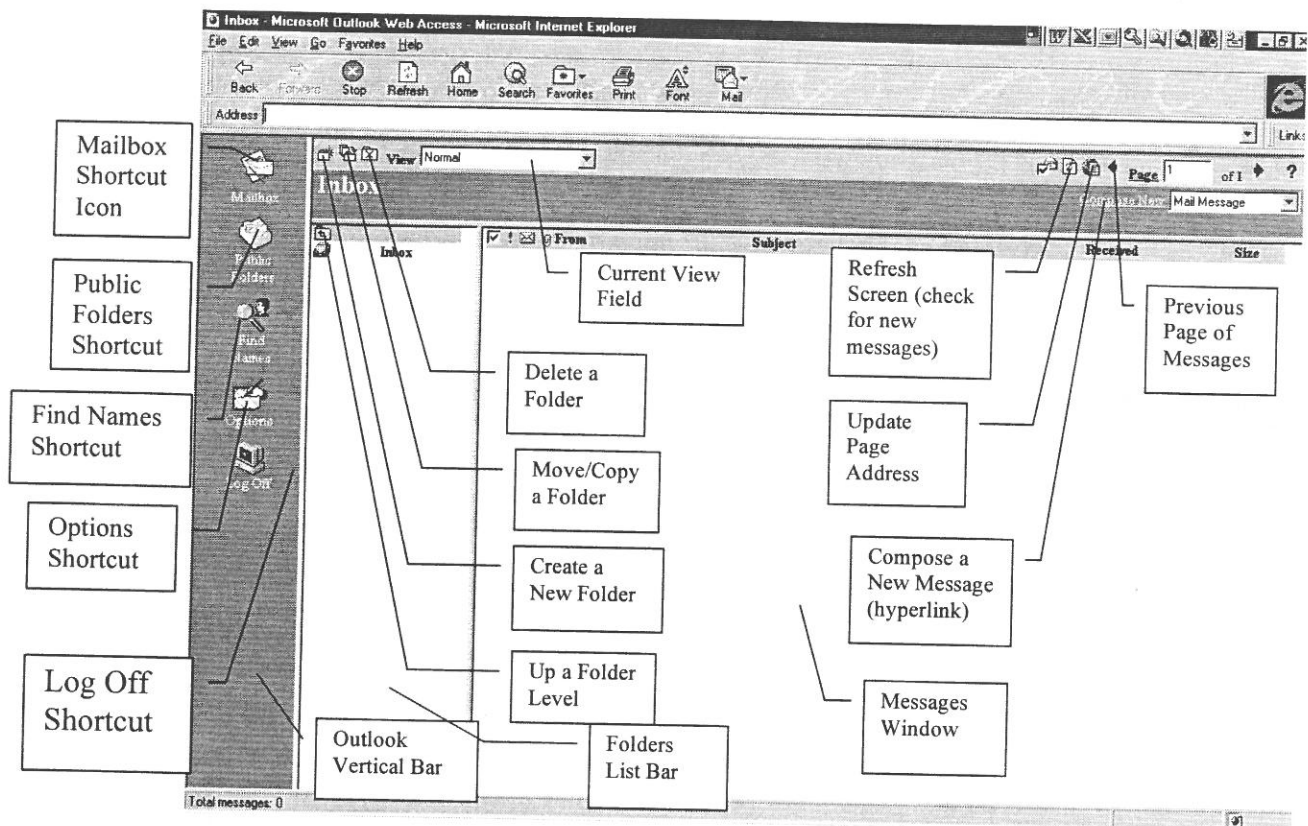
1. Type your USERNAME in the **User name** box.
2. Type your PASSWORD in the **Password** box.
3. Click on the **OK** button.



When you correctly enter your USERNAME and PASSWORD, Internet Explorer displays your Outlook Web Access screen (see above).

The Outlook Web Access screen gives you direct access into your e-mail account, even though you are not actually on the network where the e-mail post office is located.

With Outlook Web Access, you can access your e-mail from anywhere around the world, provided that you are able to connect to the Internet.



The items on the Outlook Web Access screen are:

Outlook Vertical Bar

- Mailbox Shortcut
- Public Folders Shortcut
- Find Names Shortcut
- Options Shortcut
- Log Off Shortcut

Folders List

- Up a Level

Inbox Horizontal Bar

Light Grey Section

- Create a New Folder
- Move/Copy a Folder
- Delete a Folder
- Current View
- Delete "checked" Messages
- Refresh Screen (new messages)
- Update Page Address
- Previous Page of Messages
- Next Page of Messages

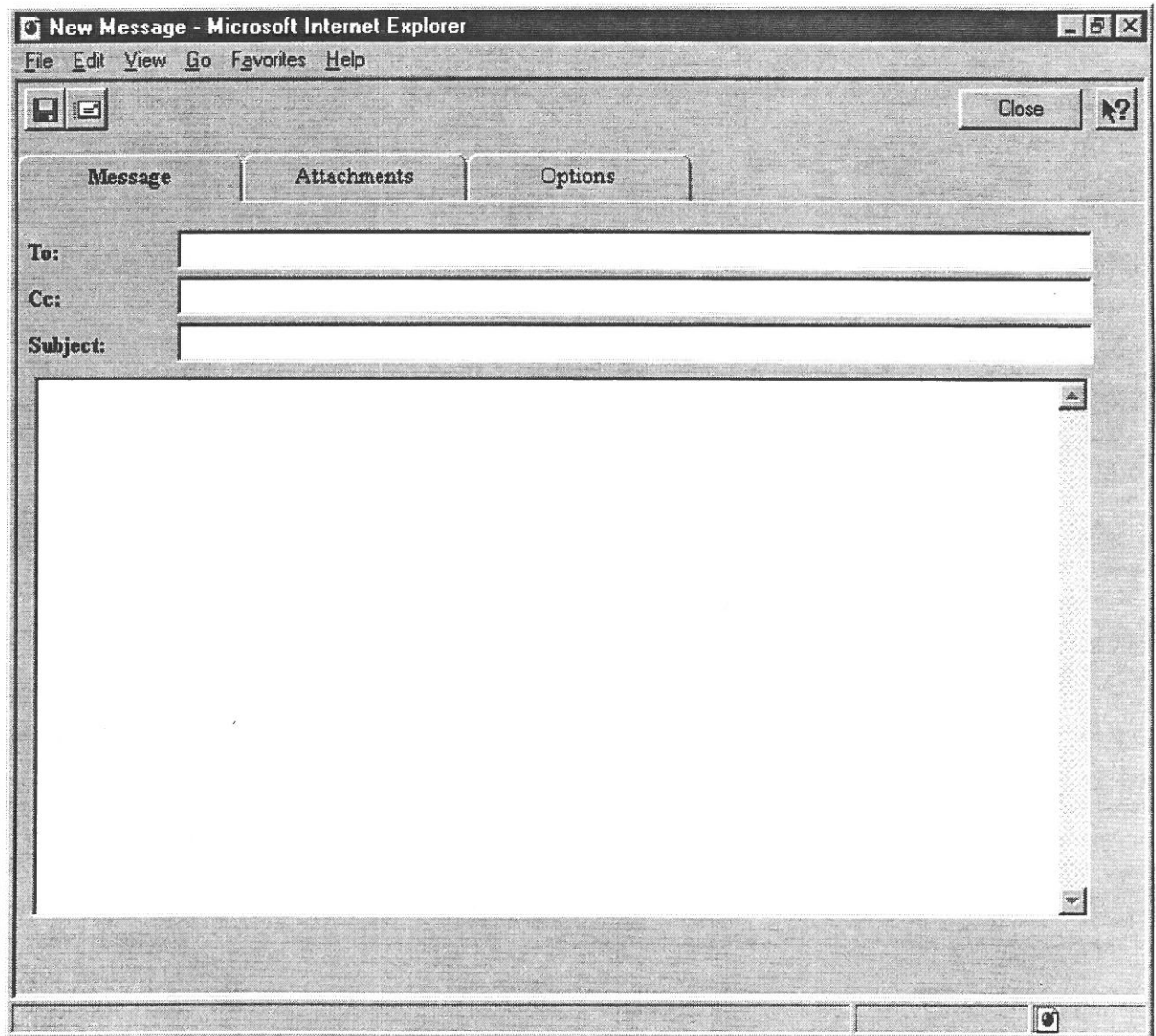
Dark Grey Section

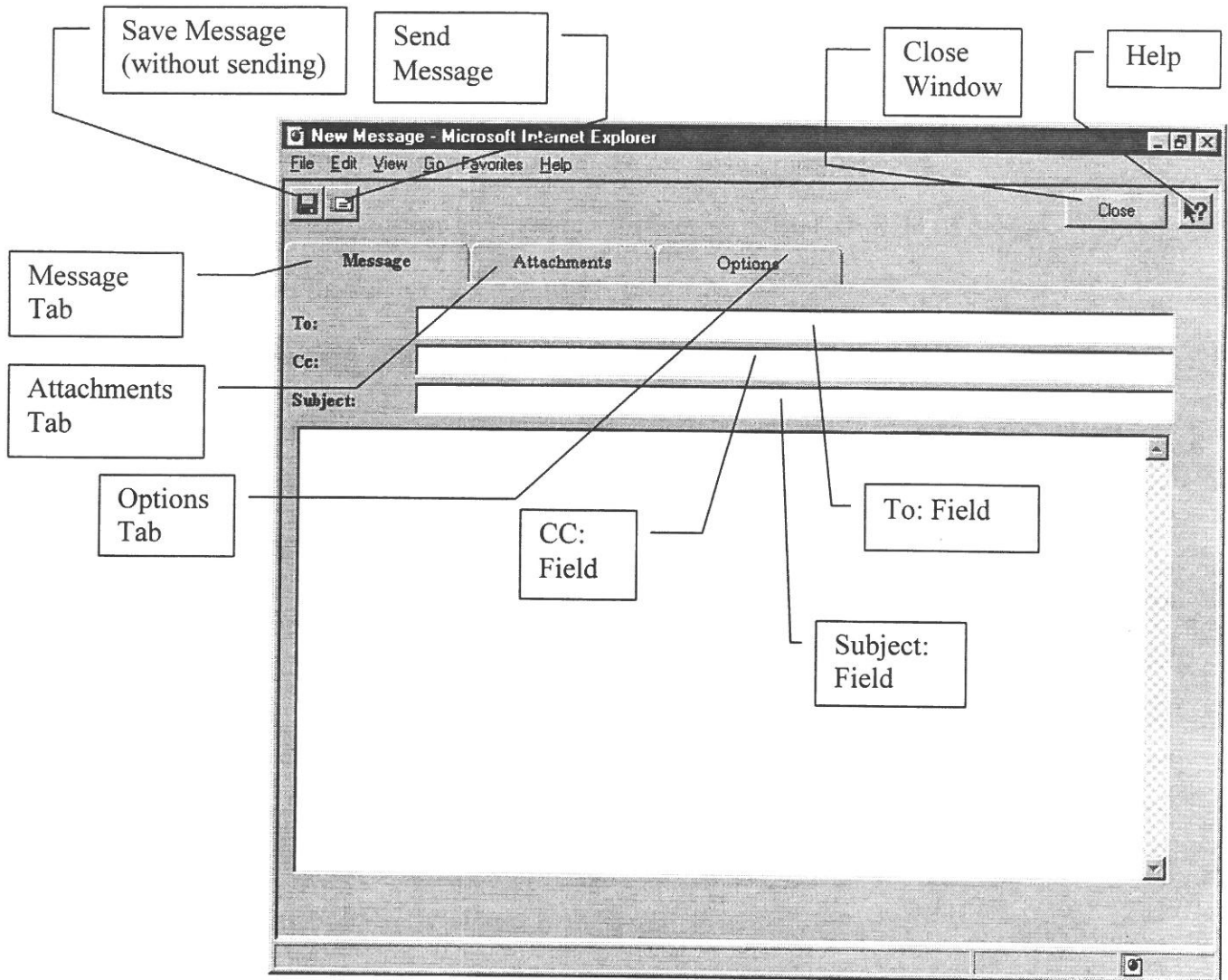
- Compose New Message (hyperlink)
- Type of Message

Composing a Message

To compose a message:

1. Press the Compose New hyperlink on the right-hand side of the Inbox Horizontal Bar.
2. The Compose New Message window is displayed (see below).





The New Message screen has the following:

- Save Message button
- Send Message button
- Close Window button
- Help button
- Message tab
- Attachment tab
- Options tab
- To: field
- CC: field
- Subject: field
- Message Body

To send a message:

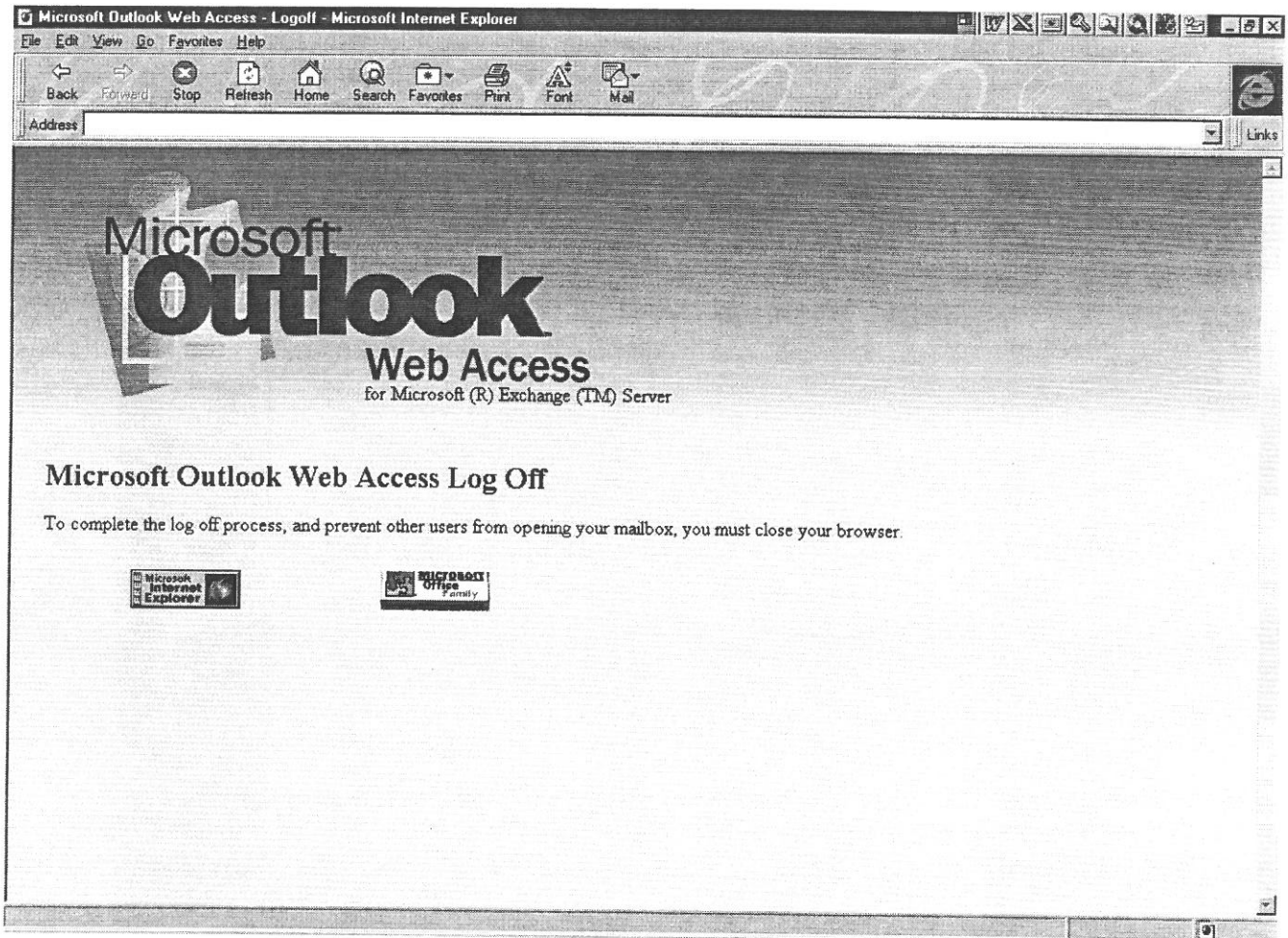
1. Press the **Compose Message** hyperlink on the Outlook Web Access screen to display the Compose Message window.
2. Enter the recipient's address in the **To:** field of the window.
3. Enter the courtesy copy recipient's address in the **CC:** field (if needed).
4. Enter the subject in the **Subject:** field.
5. Type the message in the **Message Body**.
6. If needed, press the **Attachments tab** to attach files.
7. If needed, press the **Options tab** to set additional options.
8. Press the **Send Message** button to send the message.

You may send a message to anyone in the system or on the Internet.

To reply to a message sent to you:

1. From the message window, press the **Reply** or **Reply to All** button to display the Reply to Message window.
2. Verify the recipient's address in the **To:** field of the window.
3. Verify the courtesy copy recipient's address in the **CC:** field (if needed).
4. Verify the subject in the **Subject:** field.
5. Type the reply message in the **Message Body**.
6. If needed, press the **Attachments tab** to attach files.
7. If needed, press the **Options tab** to set additional options.
8. Press the **Send Message** button to send the message.

Logging Off Electronic Mail

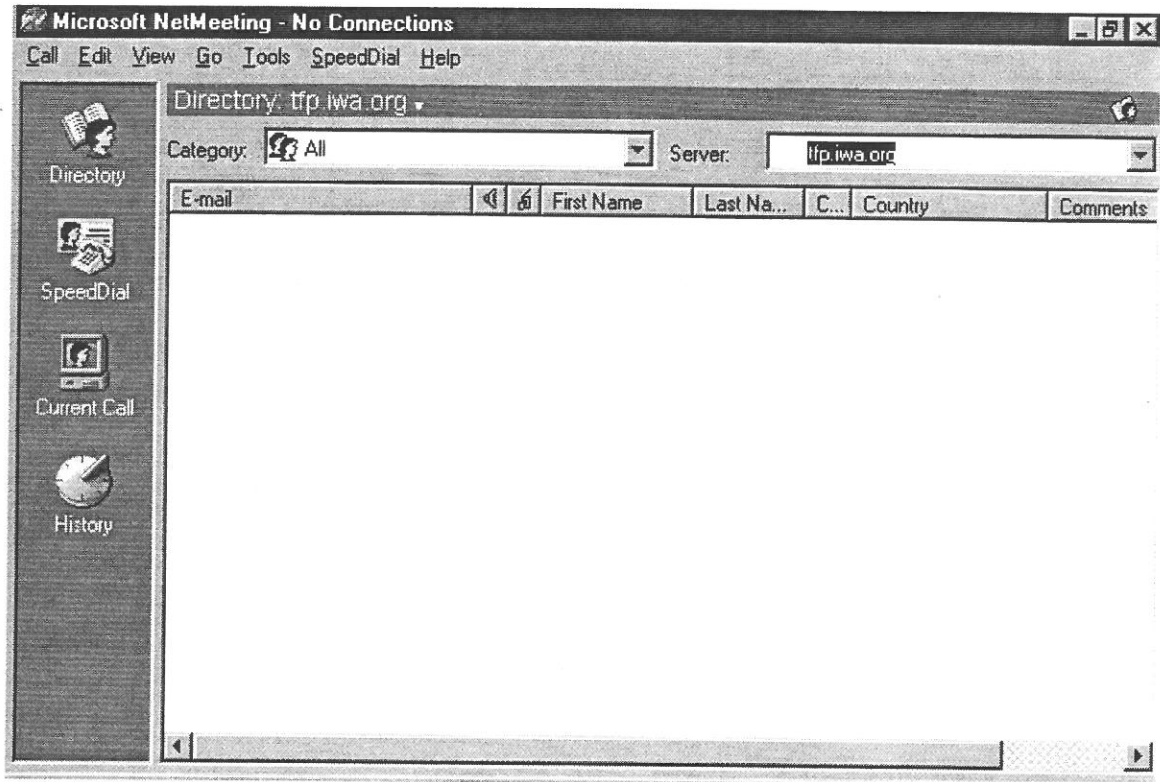


When you select the **Log Off** icon from the Outlook Bar on the Outlook Web Access Page, the Microsoft Outlook Web Access Log-Off screen is displayed (see above).

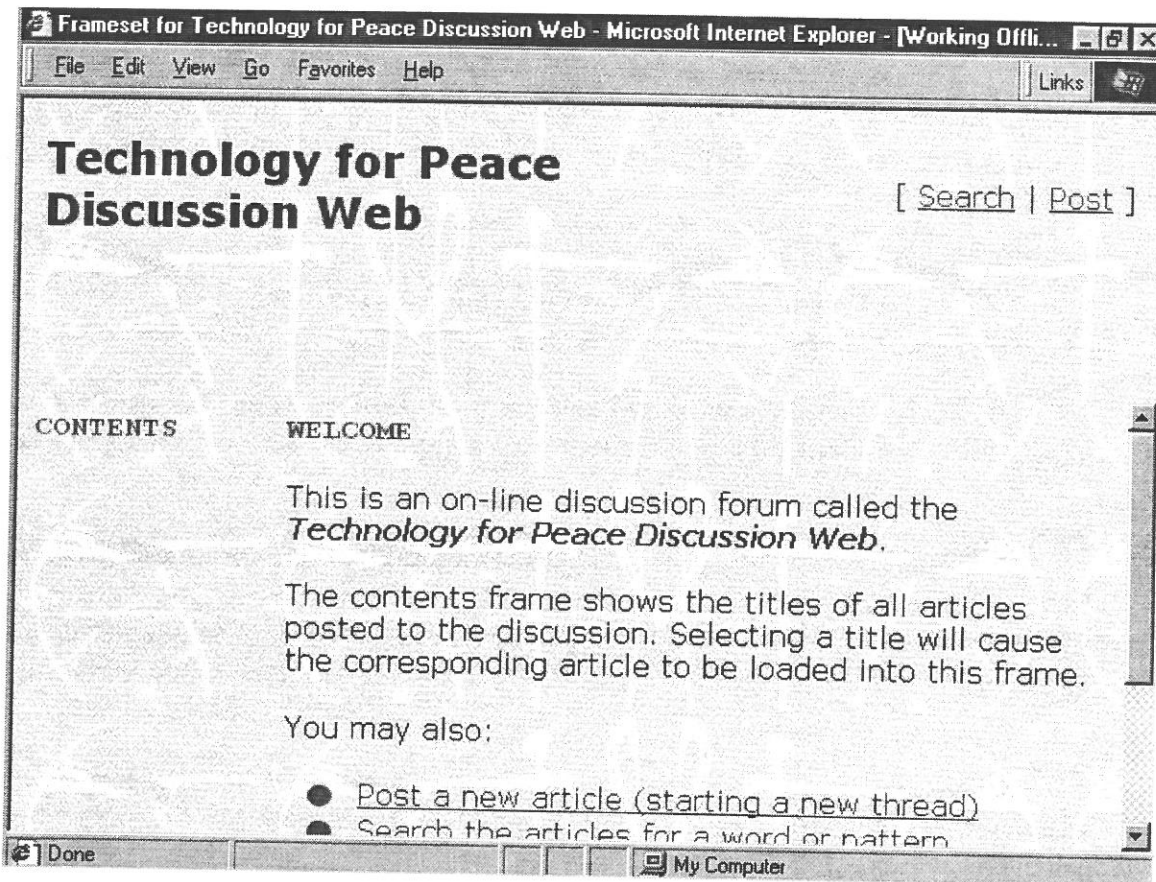
NOTE: *It is important that you close your web browser to complete the logoff. Otherwise, someone can come behind you and access your e-mail account without needing a password.*

Session V: Internet Relay Chat

The capabilities of Internet Relay chat enables you to communicate on line with others who are connected to the TFP communications server.



Session VI: Discussion Webs



The TFP Discussion Web enables you to communicate in an on-going capacity on various subjects or topics.

Session VII: Research and the World-Wide Web

Finding the Information You Want

There are a variety of ways to find information on the World Wide Web. In all cases, you click "hot" text or images, called hyperlinks, which display new pages.

- You can browse or surf the Web, without having a destination in mind.
- You can use a search engine to find information about a specific topic. There are many search engines to choose from and all are available free of charge on the Web.
- You can also use directories. Here you find lists of Web pages organized by categories. You can find a category and then browse through the hyperlinks to find information.

What are Browsing and Searching?

The difference between browsing and searching is the difference between leafing through a magazine and turning to a specific article directly. Both are valuable ways of getting information, but very different.

The World Wide Web is a great place to browse. When you browse, you have no destination in mind. Usually, Web sites contain hyperlinks to other sites. Sometimes these other sites contain similar subject matter and sometimes not. There is an element of surprise when you browse because you are never sure what you will find or where you will end up.

On the other hand, searching is a good method to use if you are looking for specific information. The faster you find it, the better. The trick is to use the right keywords so that you find the right information.

Don't limit yourself to only one method. Both searching and browsing are valuable, depending on what your mood and objective is. When you first start to use the Web, experiment and explore.

Using search engines

It's best to use a search engine when you are looking for specific information or an answer to a specific question.

There are many search engines available free of charge on the Web. Each works a bit differently, but in each case, you type a word or phrase (called a keyword) that matches

the type of information you are looking for and then click a button to begin the search. The search engine looks for all the Web pages in its database that contain the words you entered. It then displays a list of hyperlinks to Web sites and usually a brief description of each.

For example, if you wanted to find out where to stay when visiting Washington, D.C., you could type hotels, Washington, D.C. If you were only interested in bed-and-breakfast accommodations, you could modify your search to bed and breakfasts, Washington, D.C. If your search is too specific, broaden it -- for example, by typing just bed and breakfasts.

Here are some tips for improving your searches:

- Read the instructions for the specific search engine you are using.
- Try different search engines. Because each creates its own database, there will be quite a large difference between the results.
- Remember that the results of a search are not exhaustive -- not every site will be found. Sometimes if you go to one site, it will contain links to other sites not found by the search engine.
- Depending on the keyword you enter, you can either get a lot of matches or just a few.

Don't assume that the information doesn't exist just because you don't find it on your first search. Sometimes it takes a few searches in different places to find information that you can use.

A List of Popular Global Search Engines

| <i>Search Engine</i> | <i>Web Address (URL)</i> |
|----------------------|---|
| Alta Vista | http://www.altavista.digital.com/ |
| Info Seek | http://www.infoseek.com/ |
| Magellan | http://www.mckinley.com/ |
| Webcrawler | http://webcrawler.com/ |
| Yahoo | http://www.yahoo.com/ |
| Cyprus2000 | http://www.cyprus2000.com/search/ |

Using directories

Directories organize the millions of pages available on the World Wide Web by the information they contain. You don't need to know a specific page's address or even the exact topic you are looking for. Just knowing what type of information you want is enough to get you started.

Most often, directories are multilayered. Categories contain subcategories, which in turn contain additional categories. For example, a category "Science" might contain the Astronomy category, in turn containing categories such as Pictures, Organizations, and Planets.

If you are not in the mood to browse, you can also search a database of directories. This method is identical to using a search engine, but the results are a bit richer. Search results are also categorized with brief descriptions so you can more easily decide if the Web page has the information you are looking for.

Yahoo™, the well known and popular database and search engine, contains such directories. You can connect to the Yahoo Web page (www.yahoo.com) and use these directories free of charge.

How to get started

There is no one right way to use the World Wide Web or to find information. It depends on your own preferences and on the type of information you're looking for.

For example, some people want to get to a destination as quickly as possible. They are not interested in the scenery along the way. These people might prefer using a search engine. Using this method, you type the information you are looking for and, in return, get a list of Web pages, each with a description. You can quickly see which sites most likely contain the information you want.

On the other hand, if you enjoy the journey as well as arriving at the destination, you might prefer browsing or using directories. With directories, you can wander along and be surprised at what you see and learn along the way.

To quickly see what the Web has to offer, check out Quick Links on the toolbar. It offers hyperlinks to a variety of interesting Web sites, including one to the Microsoft Web site.

Remember, some days you are interested in the journey, and others not. Try different methods, depending on your mood and informational needs.

Finding information easily again

There is so much information on the World Wide Web that sometimes it's a challenge to not only find what you're looking for but find it again when you need it. Microsoft® Internet Explorer makes this task much easier by enabling you to save shortcuts to Web pages you want to find easily again.

If you want to add the Web page you're looking at to your Favorites list, just click the Favorites menu, and then click Add To Favorites. That's all you have to do.