Introduction to Windows Web Applications

Please note that this introductory manual has been designed for use in coordination with the Introduction to Windows Web Applications workshop. For a complete listing of currently offered workshops, please refer to: http://www.neiu.edu/~scs or call (773) 442-4390.

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Course Description:
This workshop will demonstrate how to use basic Web applications on a Windows computer system. Using Windows XP, we will explore both the Internet and your NEIU account.

Prerequisites:
Basic knowledge of Windows XP or attendance to the Introduction to Windows XP workshop.

Goal(s) of the Workshop:
Participants should leave with an understanding of how to use the Windows operating system for browsing the Internet, receiving and sending E-Mail, and how to transfer files to / from their NEIU account.

Course Content:
- Explore how to use a Web Browser to explore the Internet and save files.
- Explore the basic functionality of the NEIU E-Mail system.
- Learn how to store and retrieve files from your NEIU online account using FTP.

Disclaimer:
The Introduction to Windows Web Applications workshop is recommended for people unfamiliar with the Internet and will serve as a foundation for the Introduction to Windows Web Page Development workshop. The screen captures found in this document are based on the Windows XP operating system.

Questions regarding this document should be directed to:
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Introduction

About The Internet

The Internet is a network of computers which can transfer information from one computer to another via high-speed fiber optic cable or over ordinary telephone lines. The most common applications used on the Internet are Web Browsers, FTP programs, and E-Mail programs.

The purpose of this document is to assist the user in learning the basic fundamentals of web applications on a Windows XP computer system. This Introduction to Windows Web Applications workshop is recommended for people unfamiliar with the Internet and will serve as a foundation for the Introduction to Windows Web Page Development workshop.

Web Browser

A Web Browser is a program that allows you to access web pages. In the Student Computing computer labs on campus, we use Internet Explorer. To launch the browser, double-click on the Internet Explorer icon located on the computer screen desktop. A browser window will appear on your screen.

At the top of the window will be a tool bar. This tool bar allows you to access commonly used commands. Although this manual uses screen captures from the Internet Explorer Web Browser, the following information may be applied to other Web Browsers such as Netscape, Mozilla, Opera, or Firefox.

Web Browser Tool Bars and Their Functions

- **Back** - Takes you to the previous web page.
- **Forward** - Takes you to the next page (used to undo the Back command if the Back command was used previously).
- **Stop** - Allows you to halt the Web Browser from loading the current web page.
- **Refresh** - Allows you to reconnect to the current remote computer and re-access the current page.
- **Home** - Loads a webpage which has been selected as the default “Home Page.” In the NEIU student computer labs, the preset home page is Student Computing Service’s home page.

The small “Address” box in the tool bar displays the web address of the current web page. The web address is also known as a Uniform Resource Locator (URL).
Hyperlinks

When you click on certain words on a web page, you may notice that they take you to a new web page location. In most cases, these words are blue and underlined. Hyperlinks can also be pictures. When you move your mouse cursor over a link, a web address will appear at the bottom of the page. If you click on the link, the browser will immediately attempt to connect to the web address. This is a way to quickly go from web page to web page without having to type the entire address in the location box.

Search Engines

A Search Engine allows you to type in key words or phrases and retrieve information based on your criteria. It will "look" on the Internet and attempt to reference web pages that contain relevant data. The Search Engine will bring up a page containing a list of web sites for you to click on and see if the information you are looking for is present at that page. This is a very handy way to look up information. You will need to determine for yourself whether or not the retrieved data is valid and relevant. The NEIU Library also maintains a list of search engines. The web page address for accessing it is: http://www.neiu.edu/~neiulib/searchengines.html
You have the ability to save the text and graphics from a web page. To save the text, simply go to the **File** menu and choose **Save As**. A **Save** dialog box will appear on the screen. In this window you may select the file format in which to save the web page.

### Page Formats

**Web Page, Complete**: This format will save both the web page text (as html code) and the pictures on the page. It may be opened in any Web Browser and will display both text and pictures.  
**Web Page, Archive**: This format will save the text and pictures into a single file. You may view the page later (but only in Internet Explorer).  
**Web Page, HTML only**: This format will save only the web page text (as html code). It may be opened in any Web Browser but will only display text, not pictures.  
**Text File**: This format will save the web page as plain text (no html code) and may be opened by any word processor. No pictures will be saved in text format.
Saving Pictures

A standard Save dialog box will appear on the screen. Select a location and name for the file to save the picture.

NEIU Web E-Mail

You may check your NEIU E-Mail from any computer with Internet access and an up-to-date Web Browser. To do this, you must know your NEIU username and password. If you do not know your NEIU username and password, please visit our department website at http://www.neiu.edu/~scs and click on the link “Student Email Account Lookup.” If you experience difficulties looking up your account information, please stop by the Office of Student Computing Services in room B-107.

After you have your NEIU username and password information, you may access your NEIU E-Mail.

To access your NEIU E-Mail, go to http://www.neiu.edu/~scs and click on the NEIU WebMail link. The following screen will appear:

NEIU WebMail

This is a restricted Access Server

user ID

password

Login

Enter your NEIU username and password and click on the Login button. Please note that your password will not show up on the screen and both the username and password are case sensitive. The following screen will appear after you have successfully logged into the NEIU WebMail system.
If you have mail in your **Inbox**, it will be listed here. To read a message, click on the link in the **Subject** heading corresponding to the message you would like to read.

The message will appear on the screen for you to view. When you have finished reading the E-Mail, click on **Inbox** to view other messages in your **Inbox**.
Sending E-Mail

You may compose and send E-Mail to any E-Mail address on the Internet. To compose a message, click on the button Compose.

The window pictured to the right will appear on the screen.

**To:** Enter a single recipient’s E-Mail address here.

**Cc:** (Carbon Copy) Enter multiple E-Mail addresses in this entry box. Separate the different addresses with a “,” (comma). All recipients listed under Cc: will receive a copy of your E-Mail message.

**Bcc:** (Blind Carbon Copy) Enter E-Mail address you do not want the recipient to see here.

**Subject:** A brief description of your E-Mail.

In the large rectangular area in the center of the window, type your E-Mail message. When you are finished, click on the Send button to send your message.

Deleting E-Mail

To remove messages permanently from your account, select the message by clicking in the check mark boxes to the left of the messages you wish to delete.

After selecting the messages you wish to delete, click on the Delete button to permanently remove the messages.
Logout

When you are finished accessing your NEIU account, it is important to log out of the system. This will prevent other users from accessing your account. To exit, click on the **logout** button found at the top right corner of the window.

When you are finished accessing your NEIU account, it is important to log out of the WebMail system. This will prevent other people from accessing your E-Mail account. To exit, click on the **logout** button found at the top right corner of the window.

File Transfer Protocol (FTP)

You may also transfer files to and from your NEIU account (on the remote computer) to your local computer. This allows you to store files on in your account and/or host a web page. This document will only cover the Windows FTP client, **Filezilla**. For information on using the Macintosh FTP Client, please refer to the Macintosh Web Applications workshop and documentation.

Launch **Filezilla** by double-clicking on the icon. The Filezilla client window will appear on your screen. Click on the **Site Manager** icon (蹑) at the top-left corner of the screen.

The following host settings already appear in the Site Manager. You will need to enter your user name and password (when prompted).

**Host:** ftp.neiu.edu  
**User:** Your NEIU username  
**Password:** Your NEIU password

*(Note: The user id and password are case sensitive.)*

For added security, you may choose to use SSH2 encryption by selecting SFTP from the **Servertype** drop-down menu.

When finished, click on the **CONNECT** button.
After you successfully connect to your NEIU account in Filezilla, a window similar to the one shown below will appear. The window on the left lists the files that are stored on the computer in front of you. The window on the right lists the files that are stored in your NEIU account. Please note that if you are transferring web pages to your NEIU account, they must be stored within your http directory.

You may sort the files according to their name, file size, or the date they were last modified by clicking on the column headings directly above the file list. Double-clicking on a folder will open that folder and display the files located within. The text box with the file pathname (i.e., /home/staff/scs/http/) indicates the name of the current folder on your NEIU account. You may double-click on the double-period (..) to go up the file hierarchy system and return to previous folder.

### Uploading and Downloading Files

To upload files to your NEIU account, you simply double-click on the file you want to upload. Your file(s) will be copied from the computer to your NEIU account. To download files from your NEIU account to your computer, simply select the file(s) from the right window and double-click it to transfer it.

### Deleting and Renaming Files

You may also delete files and directories from your NEIU account. To delete a file, right-click on the file to highlight it. Then choose Delete from the menu options listed in the context menu.

To rename a file, simply right-click on it to select it and then choose the Rename option from the context menu. The computer will prompt you to enter a new name for the file.

This process will work for files on both your local computer or on your remote NEIU account.
Creating A New Directory

If you want to create a new directory in your NEIU account, simply right-click in the Remote Site window (the right window) and choose Create Directory from the context menu option. The computer will prompt you to enter a name for the new directory.

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Conclusion

Student Computing Services hopes that this document has been of use to you in familiarizing yourself with WebMail and Filezilla FTP. Please direct any comments you have concerning our workshops or this document to Student Computing Services in room B-107, extension 4390.

Informational Resources

Information regarding other workshops, documentation, E-Mail accounts, and lab locations is available at our website http://www.neiu.edu/~scs