

Introduction to **mozilla**

A Manual for First Time Users



NAVIGATOR



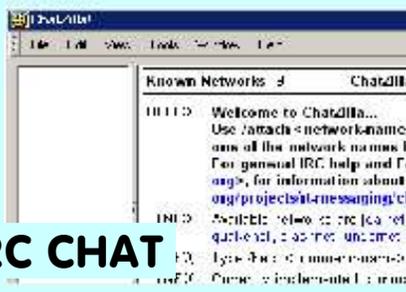
MAIL



ADDRESS BOOK



COMPOSER



IRC CHAT

BY KEVIN QUIGGLE
VERSION 1.1

REVISION DATE FEBRUARY 17, 2004

Copyright

Introduction to Mozilla
A Manual for First Time Users
by
Kevin Quiggle

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<http://mozmanual.mozdev.org/index.html>

About this Guide

This manual is a brief introduction to some of the most useful features and functions of Mozilla. Learning this short list of features will enable you to use the most powerful and useful capabilities of this software in a short time.

This manual is *not* an exhaustive list of all of the capabilities of this software. Mozilla is a powerful suite of applications with many capabilities and functions. Once you have become familiar with the general capabilities of Mozilla, you can learn additional features through the references given at the bottom of this page.

Mozilla is a suite of applications which includes these five components (this manual addresses primarily the first three):

- **Navigator (Web Browser)**

This is the application used to view web pages. It is similar in function to *Internet Explorer*, but it includes many additional capabilities like tabbed browsing, popup blocking, and other features explained in this guide.

- **Mail and Newsgroups (Email client)**

This application is used to send and receive email. It includes a variety of new capabilities, as outlined in this guide.

- **Address Book**

The Address Book component enables you to maintain multiple address books, and is fully integrated with the email client. The address book is also integrated with departmental and other directories; this enables address lookup of any email address in any of the available directories. This application is discussed in this guide only in the context of using the email client.

- **Composer (Web Page Editor)**

This application is used to create or edit web pages. It is also the application used internally by the email application for composing messages. This guide does not discuss Composer, except in the context of using the email client.

- **ChatZilla**

This application is an IRC (Internet Relay Chat) client. This application is not permitted in some businesses, and this guide does not address its use.

Additional information and news about Mozilla can be found here:

- Mozilla web site: <http://www.mozilla.org>
- In the built in Help files (select *Help > Help Contents* from the menu bar)

See also Appendix 6.1 for additional sources.

What is Mozilla?

Mozilla is the successor to the Netscape web browser and email software; it is somewhat similar to *Internet Explorer*, but more powerful, more feature rich, and more customizable.

Some excerpts from the **www.mozilla.org** web pages (see www.mozilla.org/why/users.html) help explain why this is so:

The Mozilla suite of applications has plenty of features to make browsing and email easier, faster and more convenient. Once you've surfed the web using Mozilla's popup blocking and friendly Sidebar, or read your email in peace with Mozilla junk mail controls and the comfort of knowing you're not susceptible to email viruses, you'll never be satisfied with anything else.

And for the power user, Mozilla provides sophisticated control over your browsing experience. With Mozilla's advanced JavaScript controls, tabbed browsing, image blocking, multiple mail accounts, privacy management, themes and extensions, advanced users will find everything they need to optimize the Web experience. For customizing your entire internet experience, Mozilla can't be beat.

Mozilla is a suite of applications including a Web browser, email client, HTML composer, IRC chat client, and a set of Web developer tools. Mozilla is fast, feature full, secure and customizable. Mozilla supports everything needed for a great Web browsing experience. This includes the ability to handle all of the agreed upon standards (W3C, ECMA, etc.), as well as almost all of the emerging and draft standards

In addition to supporting the Web standards and common proprietary plug-ins, Mozilla has great support for the millions of non-standard Web pages. Mozilla's "quirks" mode and "almost standards" mode ensure that even buggy Web pages display quickly and correctly. For more information on Mozilla and supporting Web standards take a look at <http://www.mozilla.org/why> Mozilla offers a host of features to make browsing easier, faster and more convenient.

Notes:

Illustrations

The Mozilla browser window illustrations in this guide have been reduced from full-screen windows to enable them to better fit the page. For this reason, the windows will look more cramped and cluttered than in actual use (where you are more likely to use a full screen window).

Appearance

Mozilla allows the user to choose the appearance of the browser by selecting his or her own *theme*. The theme used for illustrations in this manual is the *Classic* theme.

Menu Conventions

Menu selections are shown in *italics*. When you are required to select a menu, and then select choices from that menu or subsequent sub-menus, this will be shown as follows:

Edit > Preferences > Mail & Newsgroups > Windows

This means:

1. Select the *Edit* menu
2. Select *Preferences* from the *Edit* menu list
3. Select *Mail & Newsgroups* from the *Preferences* sub-menu
4. Select *Windows* from the *Mail & Newsgroups* sub-list

Key Combinations

Some functions may be accessed by hitting multiple keys at the same time; this will be indicated as follows:

- **Ctrl** **L** Hit the **CTRL** and **L** keys at the same time
- **Ctrl** **Shift** **W** Hit the **CTRL** **SHIFT** and **W** keys at the same time

Free Mozilla Software

Want to use Mozilla at home on your PC? Free downloads of Mozilla software can be found at www.mozilla.org (or you may order it on CD). The free software is fully functional “open source” software. *DecisionOne* telephone support is also available.

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Section 1 :: Navigator (Browser) Features

1.1 - BROWSER SCREEN – NAMING THE PARTS

To better understand this guide, it will be helpful to know the names of the various parts that make up the Mozilla browser window. The figure below shows a browser window with labels for the various section names.

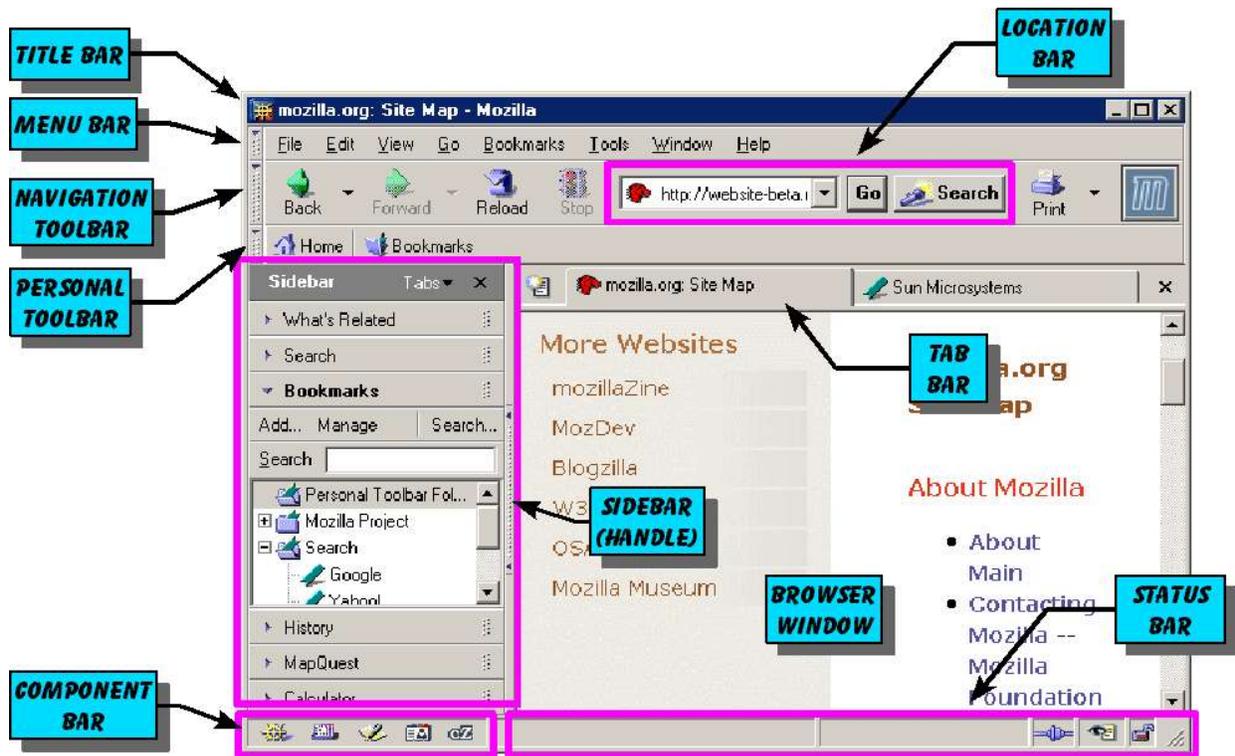


Figure 1: A sample browser window showing the names of the browser components.

See the next page for a simplified view of the figure above.

The figure below shows a schematic view of the browser window with labels for the various section names.

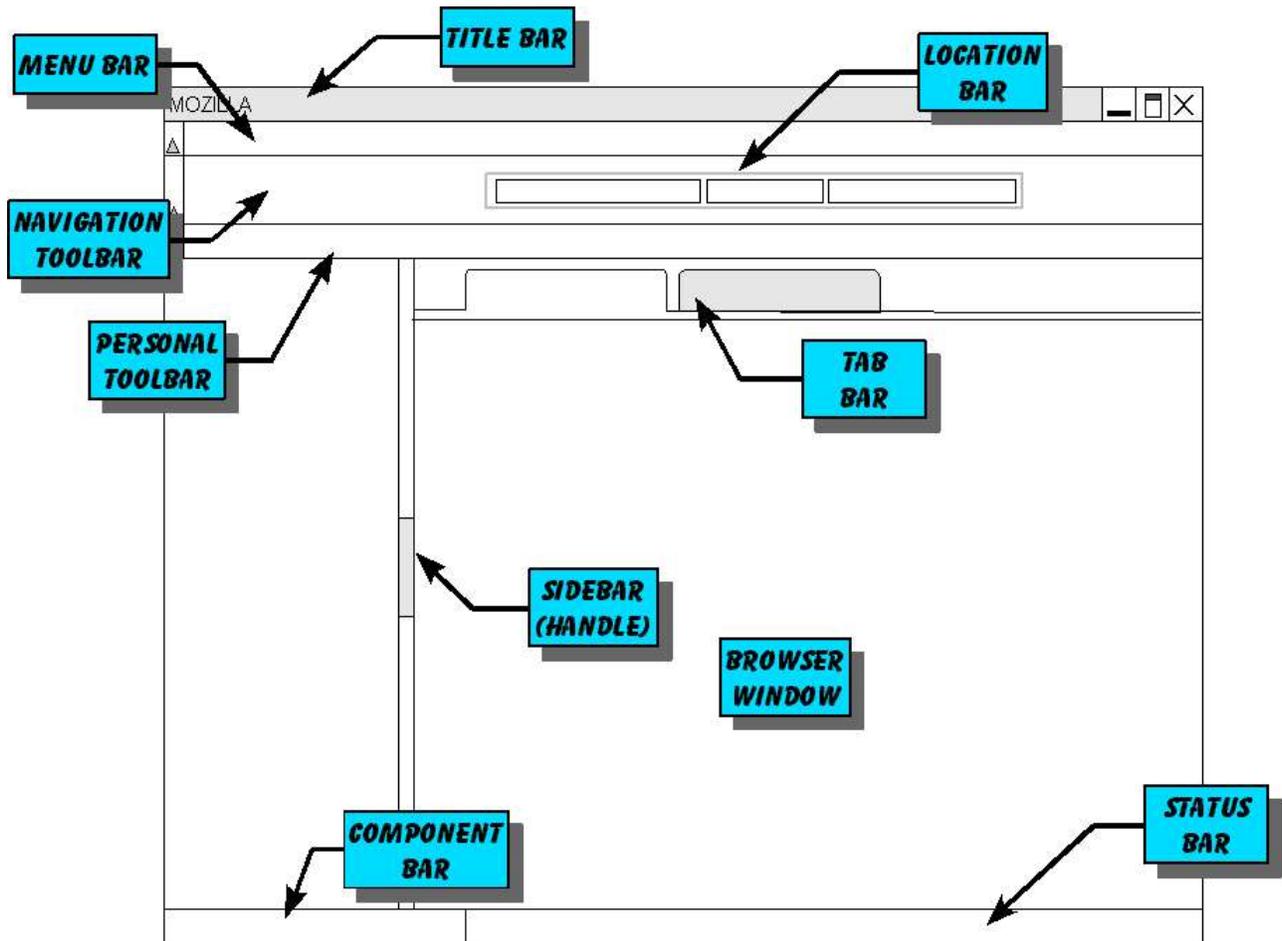


Figure 2: Schematic view of the browser window, with labeled parts.

1.2 - HELP

Mozilla includes extensive built-in help information. From the *Menu Bar*, select **Help > Help Contents**, to access the built-in help files. The illustration below shows how to access the help files, and what the help file display (“Mozilla Help”) will look like after you select **Help Contents**.

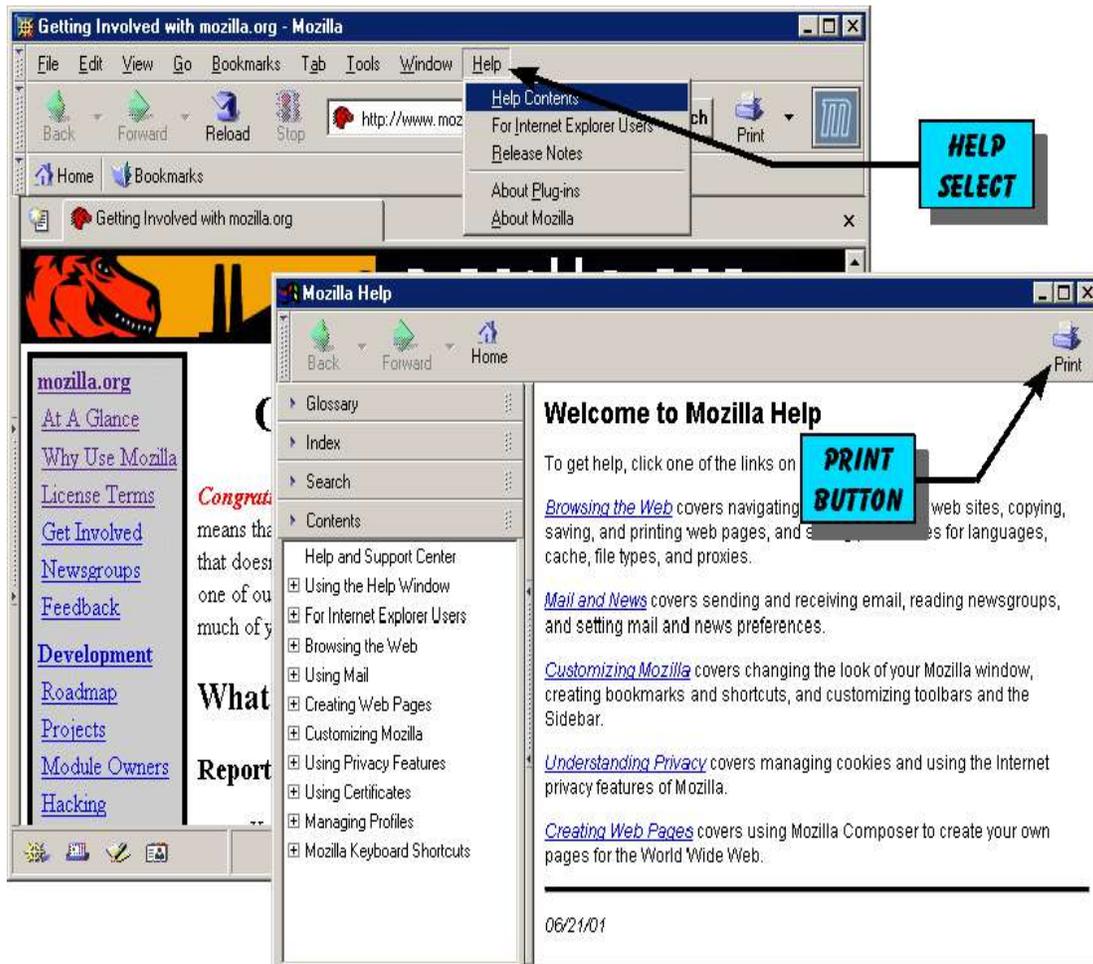


Figure 3: Accessing the built-in Help files.

TIPS:

Use the *Print button* in *Help* to print an entire help page (or make a text selection first to print only the selected section).

1.3 - TABBED BROWSING

Tabbed browsing enables you to open multiple web pages at the same time, in a single browser window, using folder-like “tabs” (see Figure 1). A group of tabs can also be bookmarked, enabling all of the bookmarked tabs to be re-opened at one time.

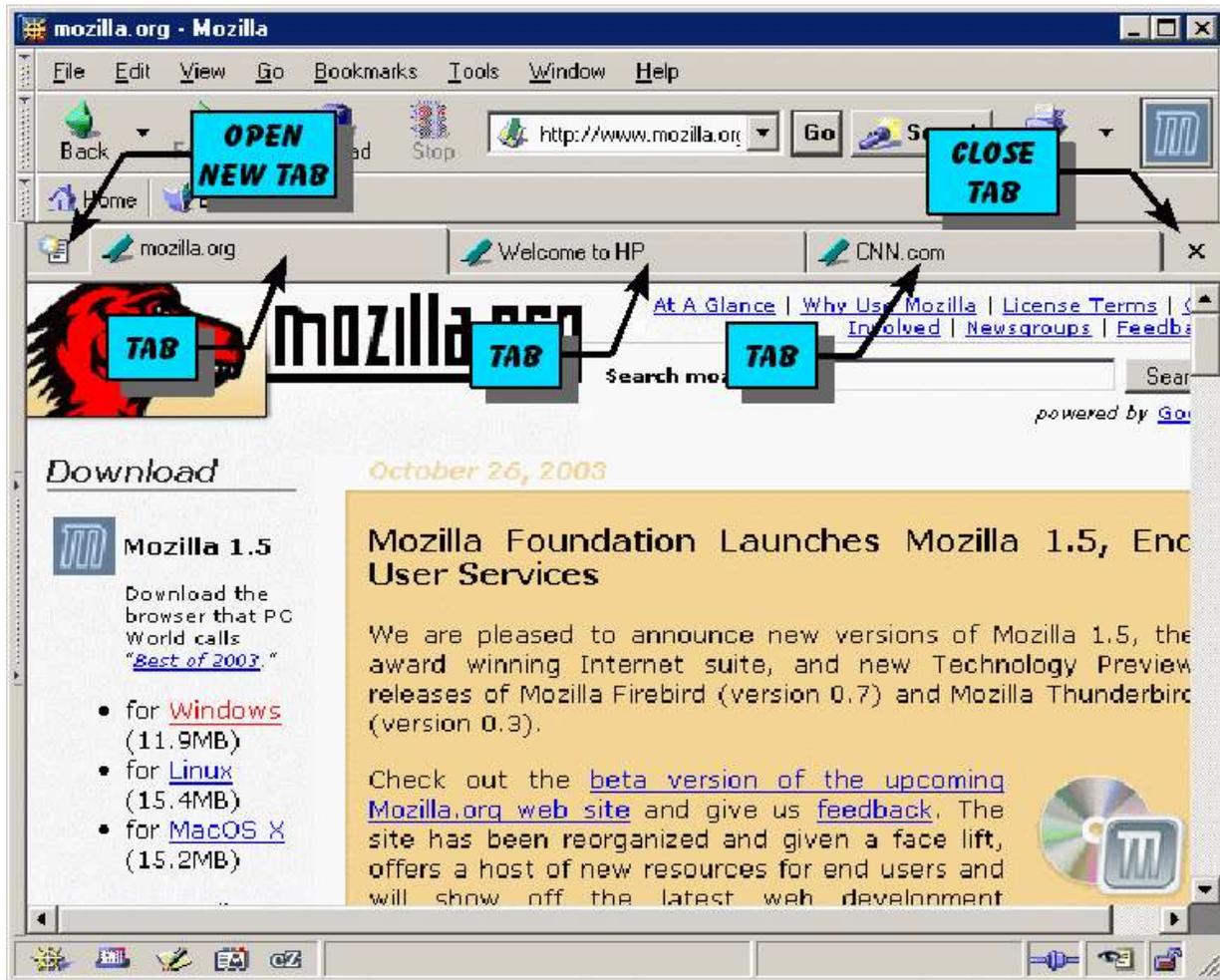


Figure 4: Example browser window showing three tabs.

TIPS!:

- Right-click on a link and select **Open Link in New Tab** to open a link in a tab.
- Type **Ctrl** **T** to open a new tab.
- Right-click on a tab to get options for opening or closing tabs.
- Click the **New Tab** button to open a new tab (see figure above).
- Click the **Close Tab** button to close the right-most tab (see figure above).

Navigator (Browser) Features

- The *Tab Bar* may not display if you have only one web page open (you can customize this option: On the *Menu Toolbar* select *Edit > Preferences > Navigator > Tabbed Browsing* and choose your preferred settings).
- Drag and drop a link to a tab to open the link in that tab.
- Drag and drop a link to an “open” space on the *Tab Bar* to open a link in a new tab (Note: This even works for Internet locations shown as text, even if they are not displayed as links!).

1.4 - SEARCHING

Mozilla offers numerous options for searching. First, you can set your personal preferences to select the Internet search engine you prefer (in this guide, the selected preference is *Google*).

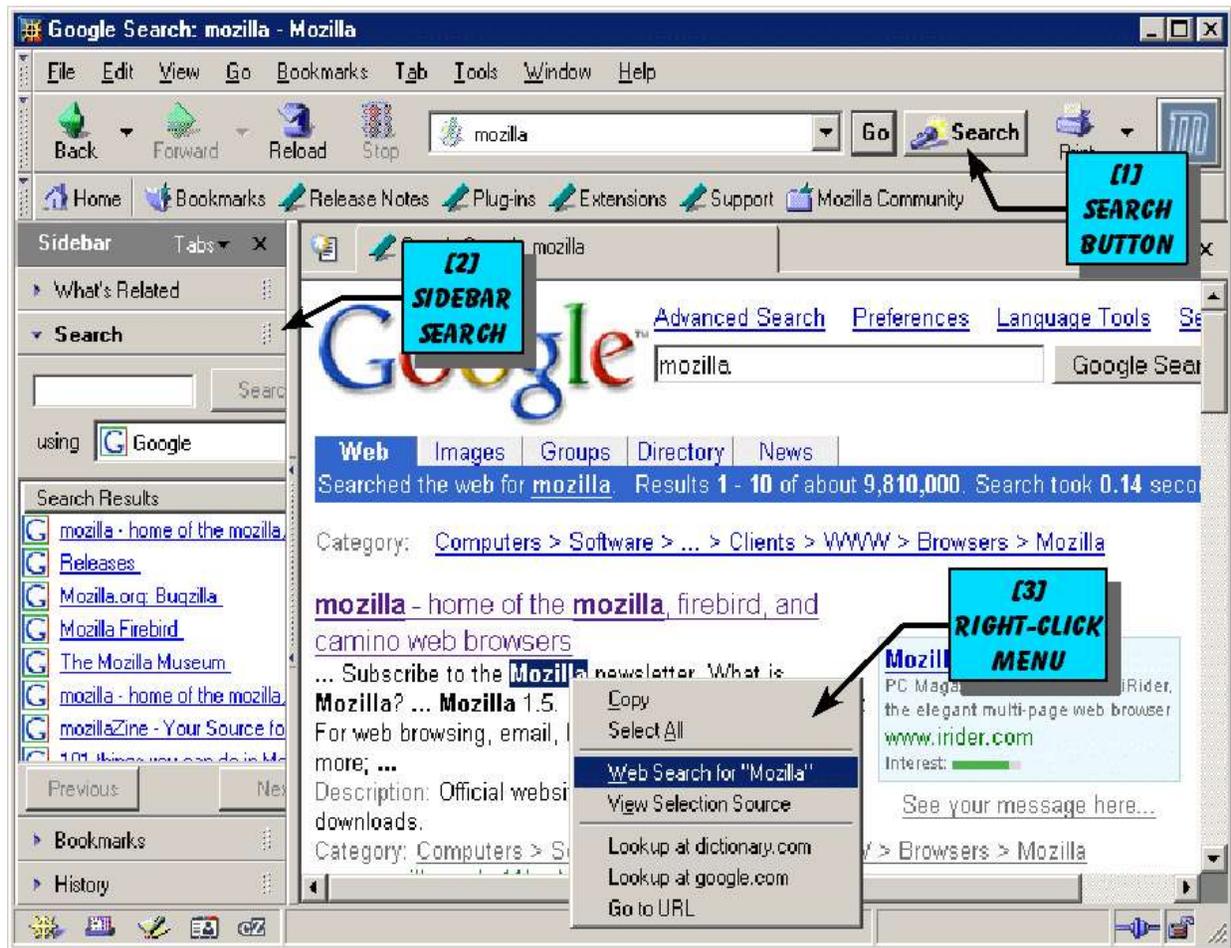


Figure 5: Search example showing *Sidebar* and Google search results.

The Internet search result shown can be obtained in any of three ways:

1. Type the search term in the location bar and click on the **Search** button
2. Type the search term in the Sidebar and click on the Sidebar **Search** button.
3. Select a word or phrase with the mouse, right-click, and select **Web Search for ...** from the drop down menu (note, this option will open a new browser window with the search results from your preferred search engine).

TIPS!:

- Type **Ctrl** **L** to put the cursor in the *Location bar*.
- You can search your personal bookmarks (see *Bookmarks* section).
- You can search for text or links on a displayed web page .

1.5 - PRINT PREVIEW

The **Print Preview** option shows you what a browser page will look like when it is printed. You can access print preview in two ways, as shown below. The print preview option not only enables you to preview printed web pages, it also allows you to select portrait or landscape format, set margins, and select other print options. When you select the print option, you can further select the page range to print, number of copies, and printer properties.

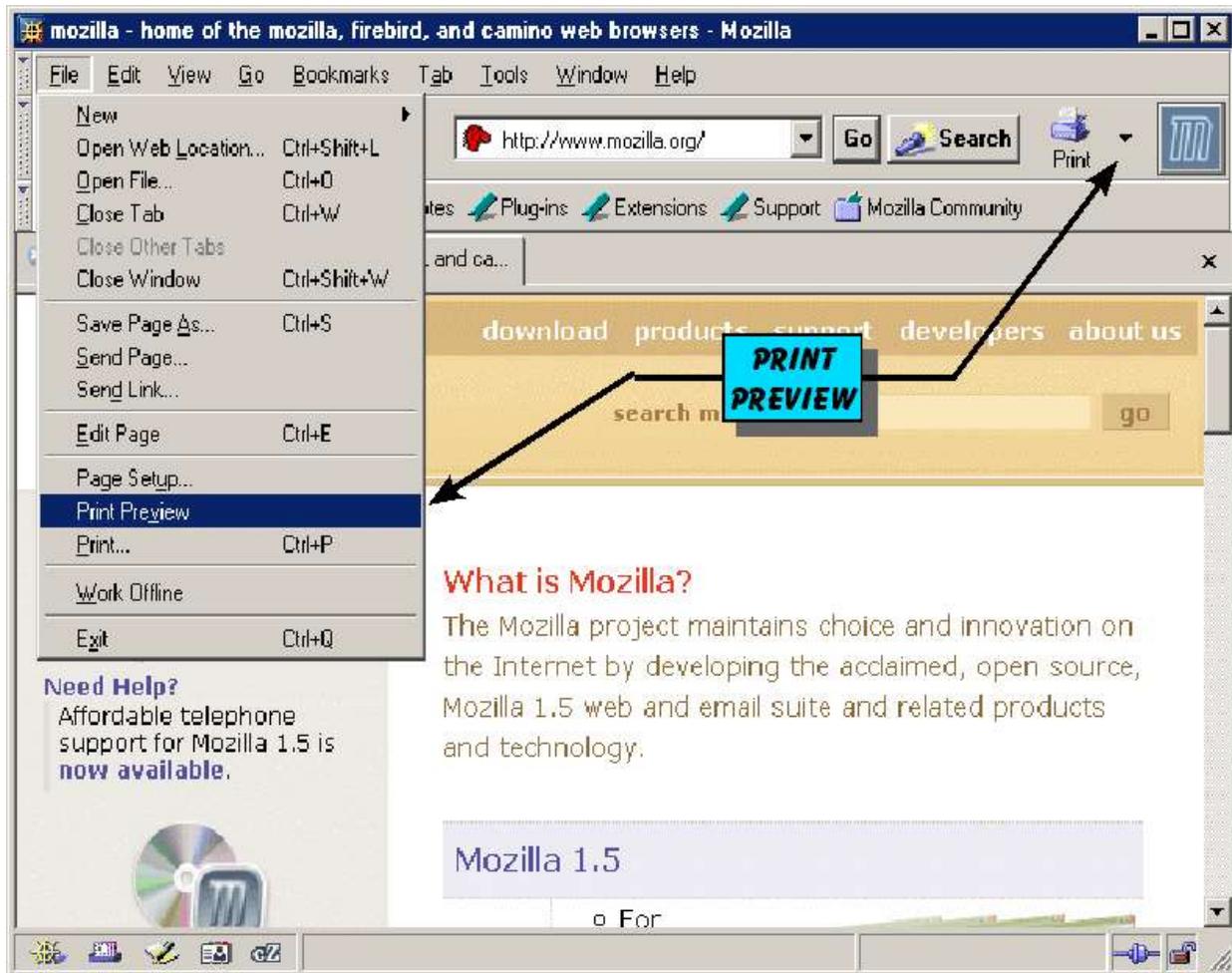


Figure 6: The arrows show the locations of the Print preview selectors.

TIP!:

Select print preview in these two ways:

- Clicking on the **Print** menu selector (the button marked with a triangle shape, next to the print button); this will open a drop-down menu with a **Print Preview** option.
- Select *File* > *Print Preview* from the *Menu Bar*.

1.6 - IMAGE MANAGEMENT

Mozilla offers a number of features to improve the viewing of images. These include:

- Popup blocking (According to recent polls, popups are the #1 Internet annoyance).
- Block images (block images from third-party sites, block images for selected sites, block images in email).
- Control looping (repeating over and over) of animated images.
- Resize images to fit the screen.

Further, by right clicking on an image, you can save an image as a file, send it as an email attachment, and perform other useful functions.

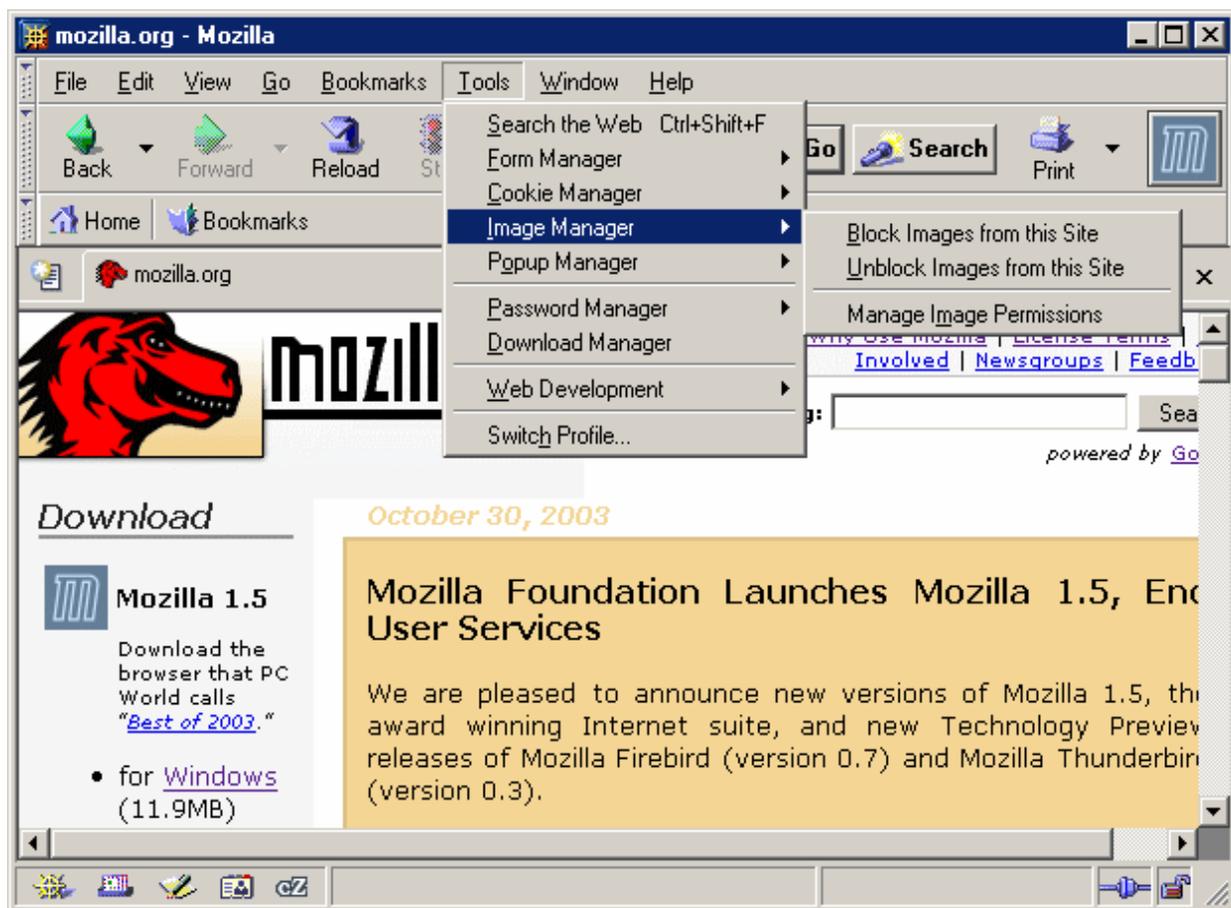


Figure 7: Access the Image Manager through the tools option on the Menu Bar.

TIP!:

Mozilla can automatically resize large images to fit the browser window. When this occurs, you can see the full size image by clicking on the image. When you put the mouse pointer over the image, it will turn into a “magnifying glass” icon if the image has been resized.

1.7 - POPUP BLOCKING

Popups are small windows that display automatically, and without your permission. These windows may display on top of the web page you are viewing (popups), or below the web page (pop-unders). Pop-ups are often advertising, and may be annoying or intrusive; Mozilla therefore enables you to block unwanted popups (this includes pop-unders) from displaying.

In some cases, web sites (or web-enabled applications) will use popups as part of their function. In these cases, Mozilla popup management enables you to selectively permit popups to display.

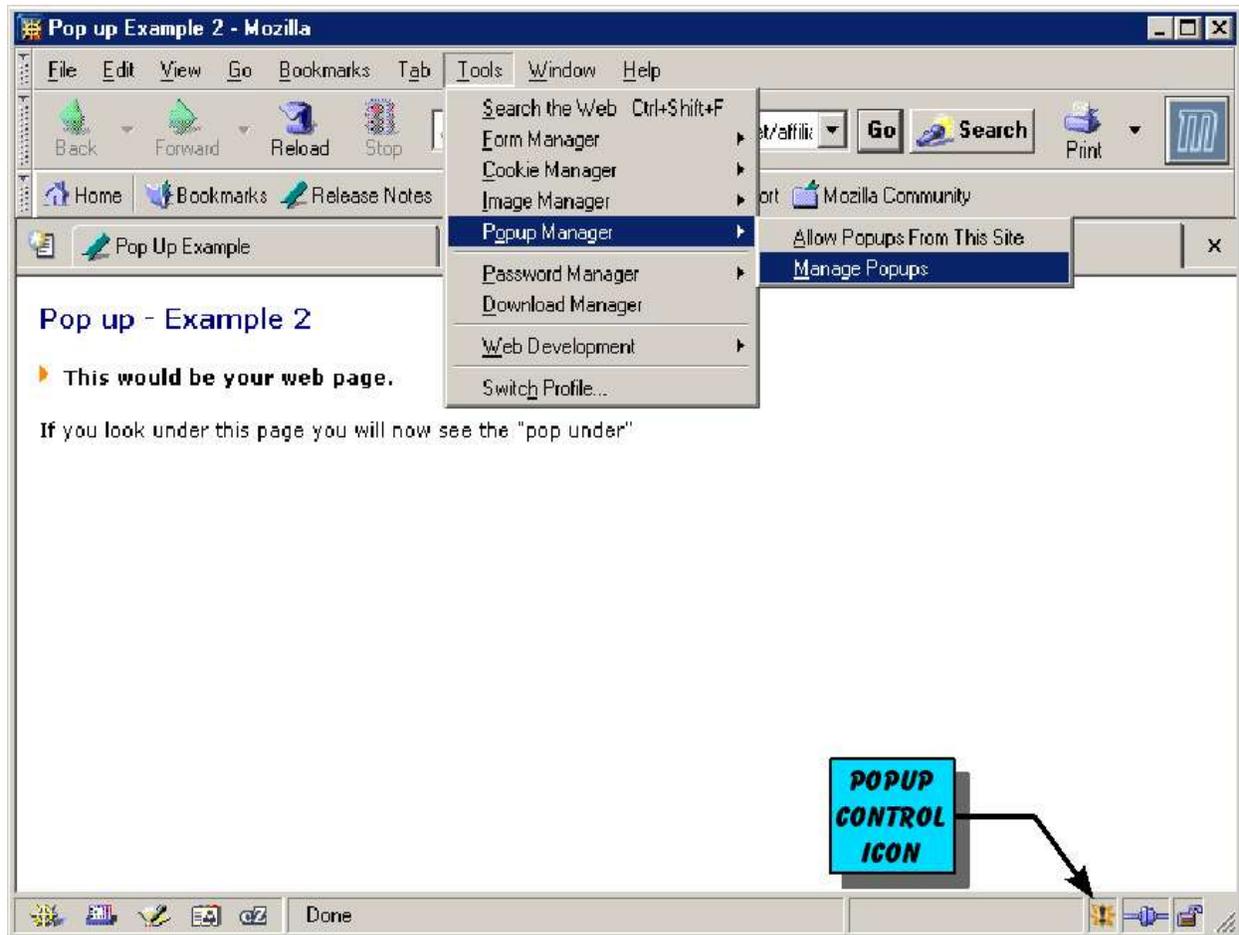


Figure 8: The *Popup Manager* is accessed through the *Tools* menu on the *Navigation Toolbar*

TIPS!:

- Look for the *Popup Control Icon* to signal you if a popup has been blocked.
- If a web page link looks like it is not working, try selecting the ***Popup Manager*** as shown above, and selecting “allow popups from this site;” then click the link again to see if it works.
- Mozilla can also *play a sound* to signal you when a popup is blocked (on the *Menu Bar*, select *Edit > Preferences > Privacy & Security > Popup Windows*).

1.8 - BOOKMARKS AND PERSONAL TOOLBAR

Bookmarks are your personal shortcuts to web sites you frequently visit. You can access or manage your bookmarks in several ways:

1. Select **Bookmarks** on the *Menu Bar*.
 - This option will also give you a menu choice to bookmark a group of tabs.
2. Drag a link from the *Location Bar* to your Bookmarks folder.
3. Select **Bookmarks** on the Sidebar.
4. Right click on a web page to get a menu option to bookmark that page.

See also the *Custom Keywords* section for more information on using bookmarks.

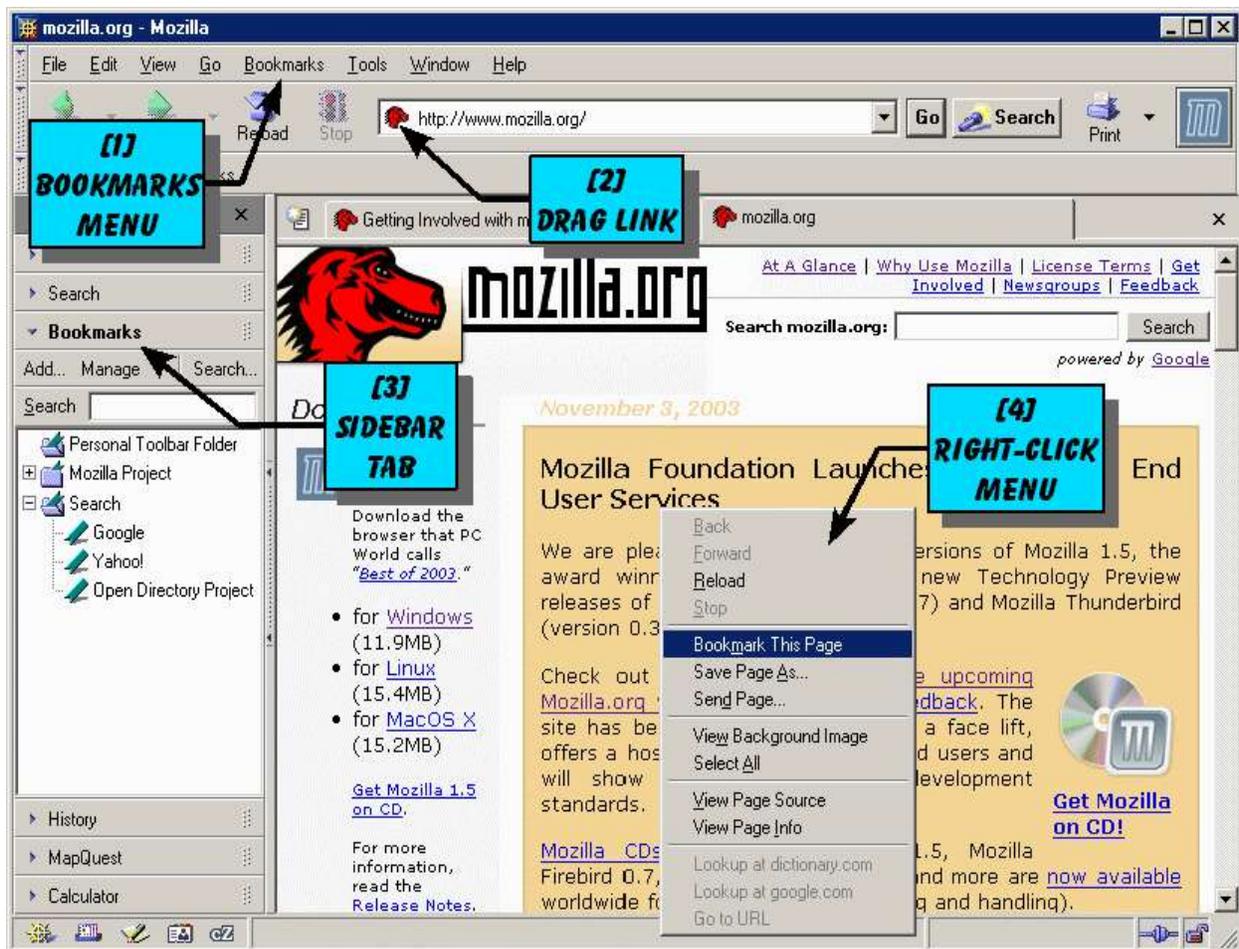


Figure 9: Different ways to access or manage your bookmarks.

TIP!:

You can create sub-folders in your bookmarks folder to help organize your bookmarks.

1.9 - SIDEBAR

The *Sidebar* is a section of your browser which you can customize to add items you use frequently. To add or remove items from your personal *Sidebar*, click on the **Tabs** button on the *Sidebar*.

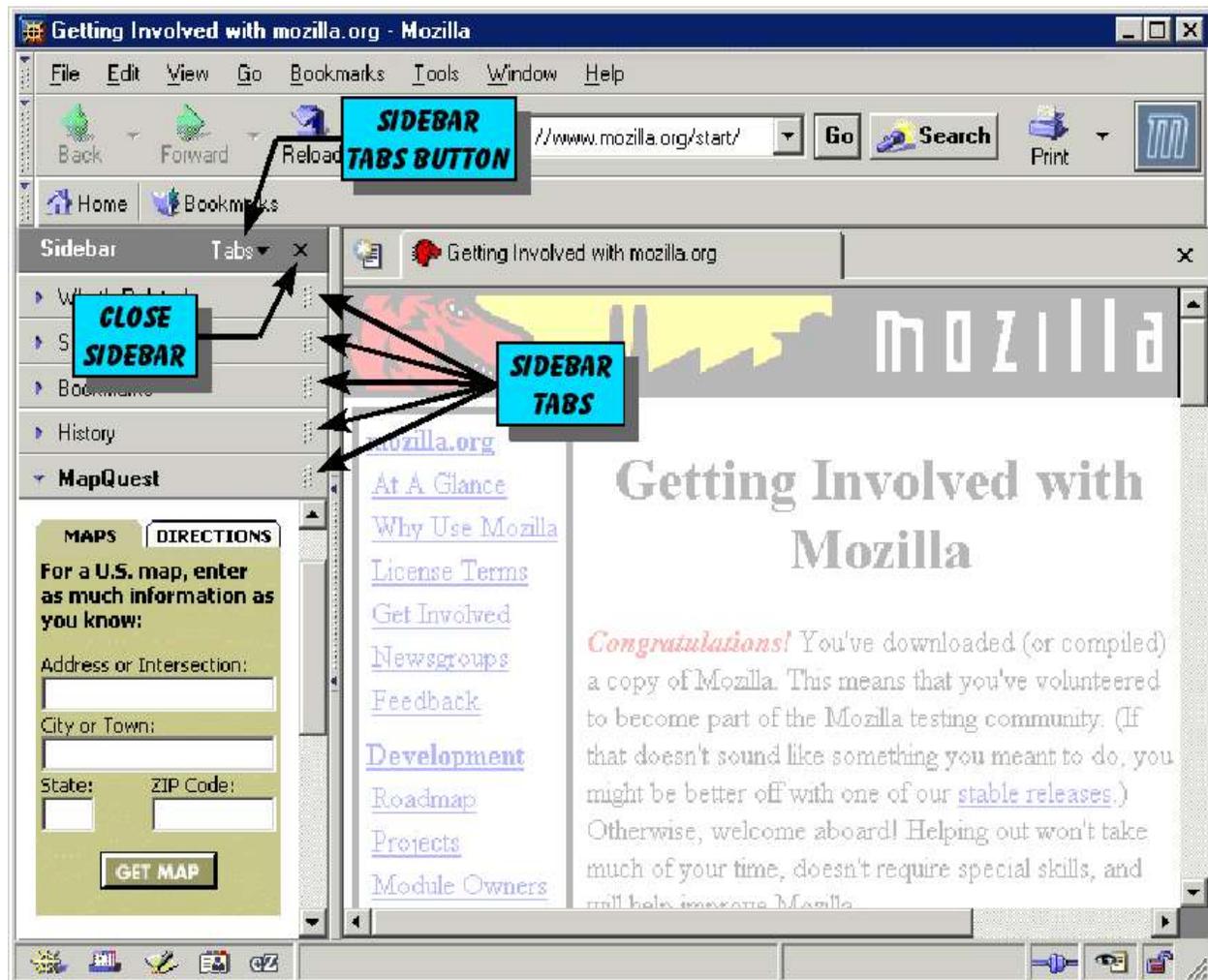


Figure 10: A browser window showing the Sidebar displayed on the left hand side.

The example shown in the above illustration shows that a MapQuest item has been added to the sidebar to enable quick access to maps or driving directions.

TIPS!:

- Type **F9** to open or close the Sidebar.
- Click the X button (see figure above) to close the Sidebar.
- Click on a Sidebar tab to access that particular item.

1.10 - TEXT RE-SIZING

A handy feature of Mozilla is the ability to easily resize the text in a browser window:

- Type **Ctrl** **+** to make text larger.
- Type **Ctrl** **-** to make text smaller.
- Type **Ctrl** **0** to make text original size.

The illustration below shows two browser windows. The top window shows text in the original size. The bottom window shows text that has been re-sized to make it larger. Enlarging text can make it much easier to read text pages with small type.

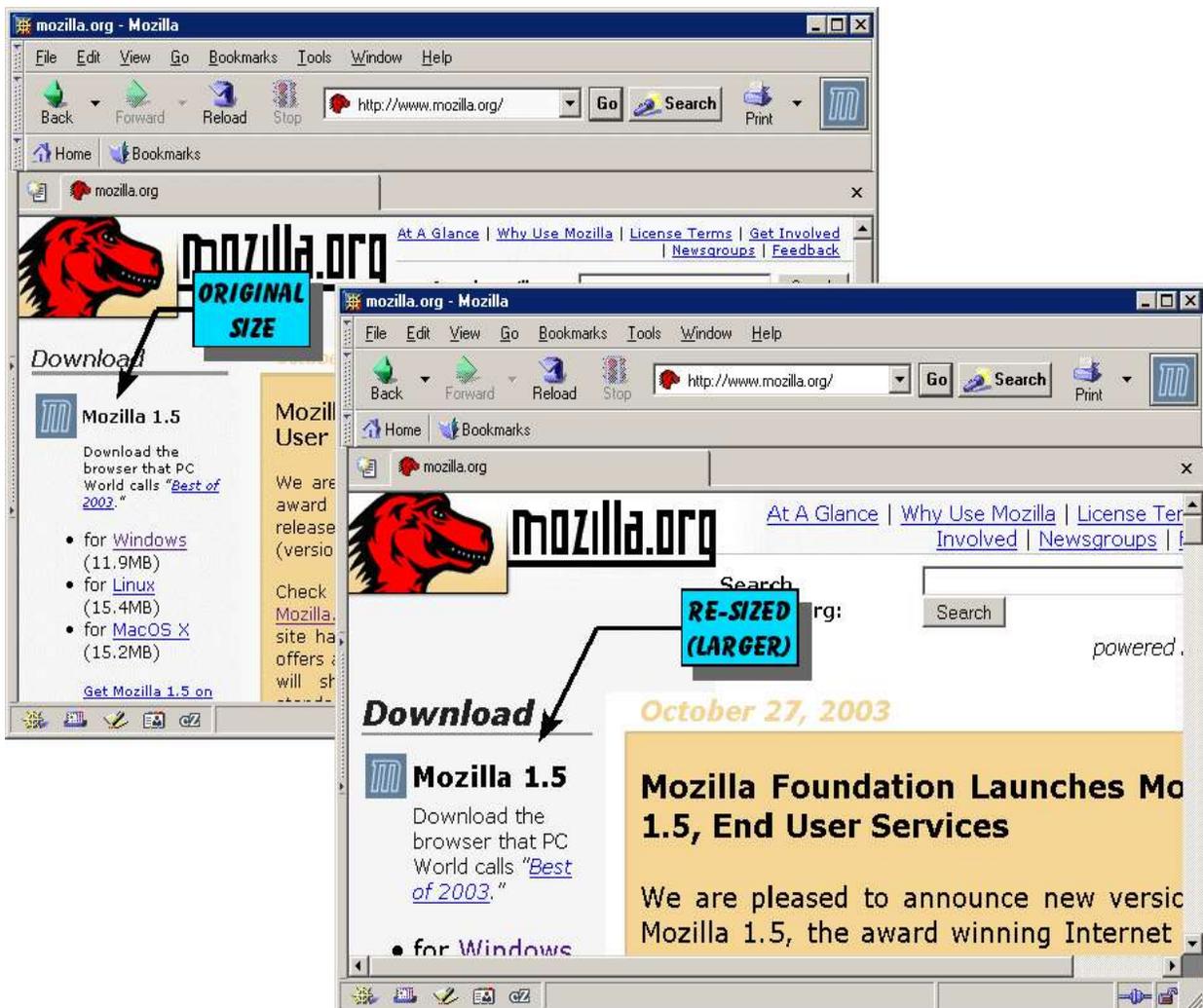


Figure 11: Original size text (left) resized to make it larger (right).

1.11 - THEMES

Mozilla themes (similar to *skins*) are “window dressing” which give Mozilla a look suited to your personal style. As the figure below shows, your theme selection determines the style of the browser menus, buttons, and other features, but does not alter the way a particular web page displays. Mozilla has two standard themes, and you can download many more themes from the Internet.



Figure 12: Browser showing three different themes: *Classic*, *Modern*, and *Orbit Retro*.

TIPS!:

- To change themes: On the *Menu Toolbar* select *View > Apply Theme* (pick the new theme you want).
- Get more themes: On the *Menu Toolbar* select *View > Apply Theme > Get New Themes*.

1.12 - FIND AS YOU TYPE AND CARET BROWSING

Mozilla offers some very useful features to enable you to find information within a displayed web page. These features are selected as follows:

/ [Forward slash] Find text as you type

Example: Type `/mozilla` to find occurrences of the word “mozilla” in a web page.

- Type **F3** to find additional matches after the first match.
- Type **Shift F3** to find previous matches.

' [Single quote] Find links as you type

Example: Type `'mozilla` to find links containing the word “mozilla” in a web page.

- Type **F3** to find additional matches after the first match.
- Type **Shift F3** to find previous matches.

F7 [F7 function key] Caret browsing

This will display a “caret” or *position symbol* (like this: |) on the web page. Use the arrow keys to move the caret; hold down the shift key to select text. This enables you to select text on a web page without using the mouse (“keyboard only” text selection).

1.13 - FORM MANAGER

The *Form Manager* is a very useful feature which allows you to save information you have typed into a web page form, so you can use it again later without having to re-type the same information. The *Form Manager* is accessed by selecting **Tools** on the *Menu Bar* as shown below.

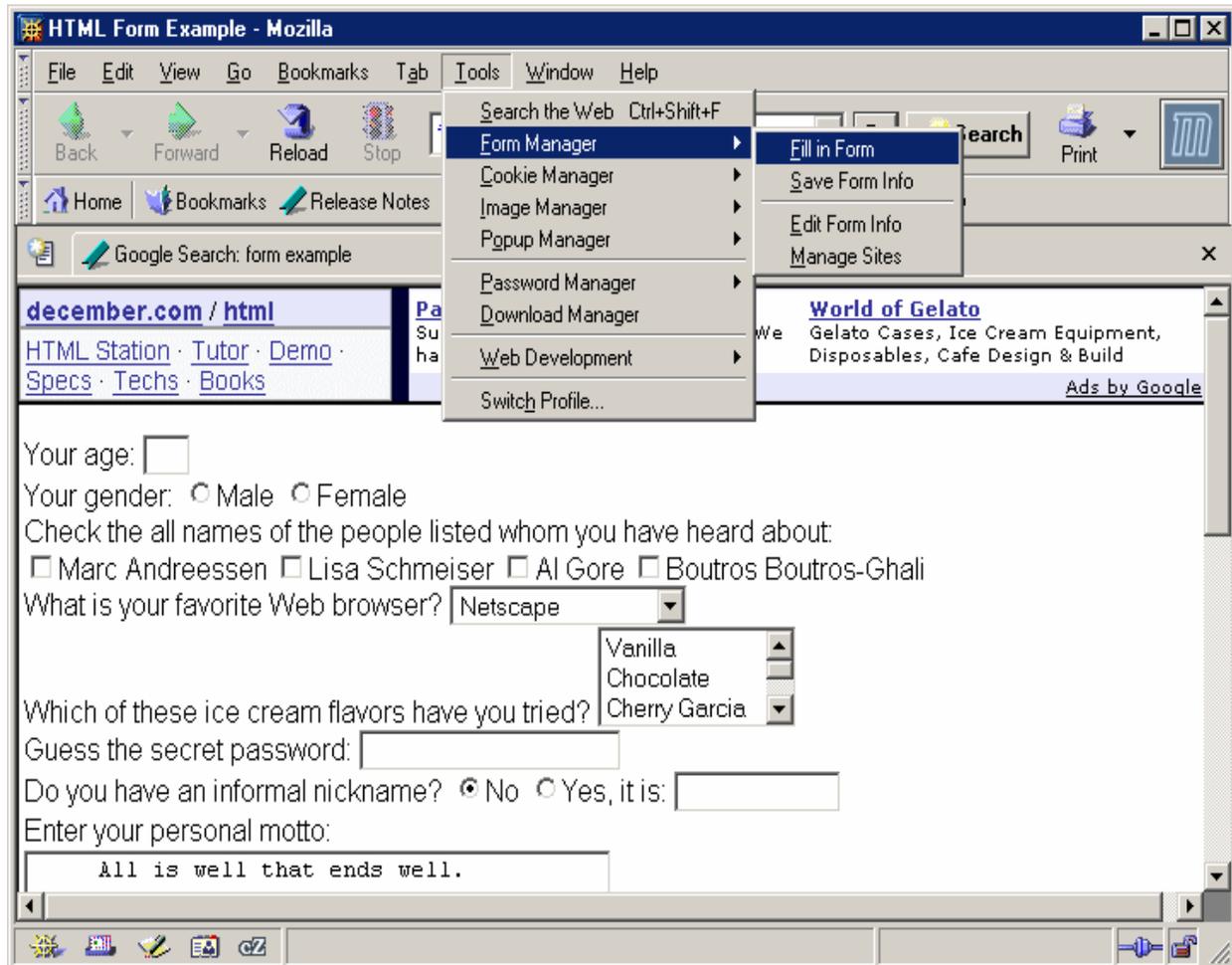


Figure 13: Selecting the *Form Manager* (browser window shows web form).

TIP!:

Use the **Help** option on the *Menu Bar* to get detailed information on using the *Form Manager*.

1.14 - PASSWORD MANAGER

The *Password Manager* function will activate automatically whenever you access a web page that asks you to enter your name and password. When you “submit” the page to send this information, the *Password Manager* will ask you, "Do you want Password Manager to remember this logon?" If you answer *yes*, then your name and password will be saved – the next time you access that web page, the values will be filled in for you automatically.

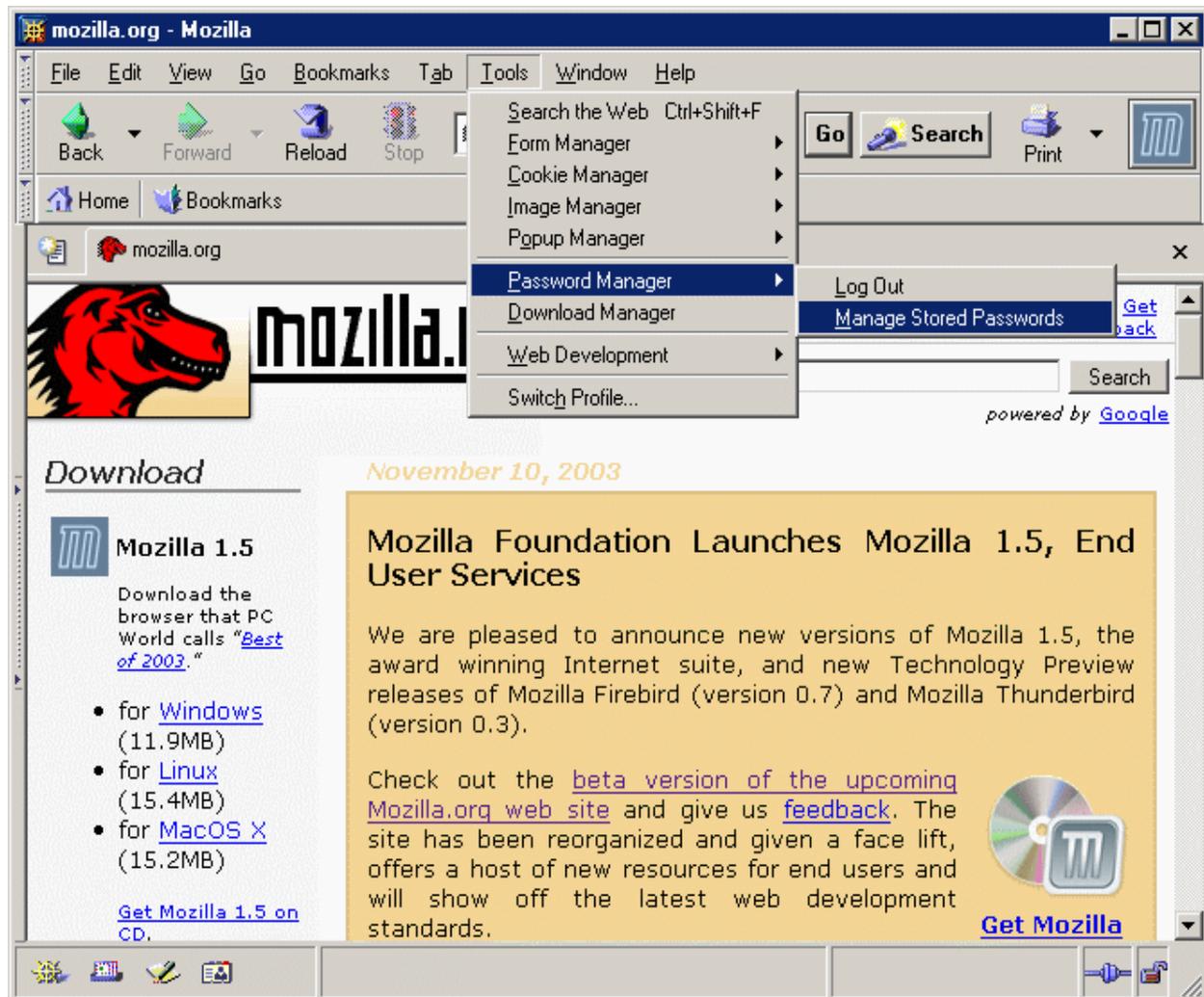


Figure 14: Access the Password Manager through the Tools option on the Menu Bar.

TIPS!:

- Use the **Help** option on the *Menu Bar* to get important information about saving passwords, and using a *master password* to secure your password information.
- Modify your saved password settings using the *Password Manager* as noted above.

1.15 - CUSTOM KEYWORDS

Custom Keywords are a powerful feature which enables you to create your own personal keywords which you can type into the *location bar* for quick access to your favorite sites. Here is how you can use this feature (this assumes that you have already created a *bookmark* for the site you are interested in; in this example we will use *Google* as the bookmarked site):

First: Select *Bookmarks – Manage Bookmarks*. This will open the *Bookmark Manager*.

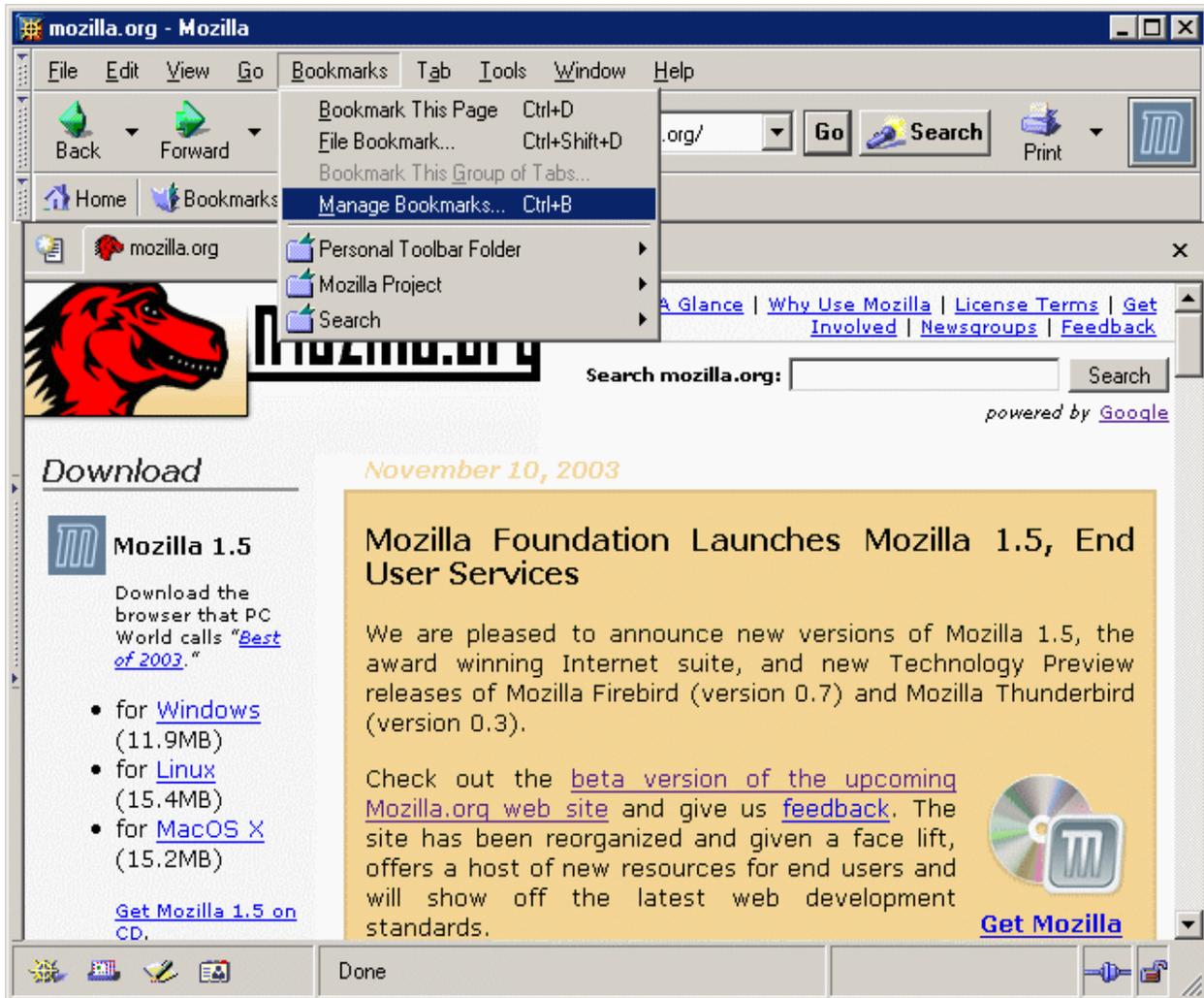


Figure 15: Selecting the *Manage Bookmarks* function from the *Menu Bar*.

Continued on next page . . .

Second: Select a bookmark in the *Bookmark Manager* menu by right-clicking on bookmark. Select *Properties* in the drop down menu to access the *Properties Menu*.

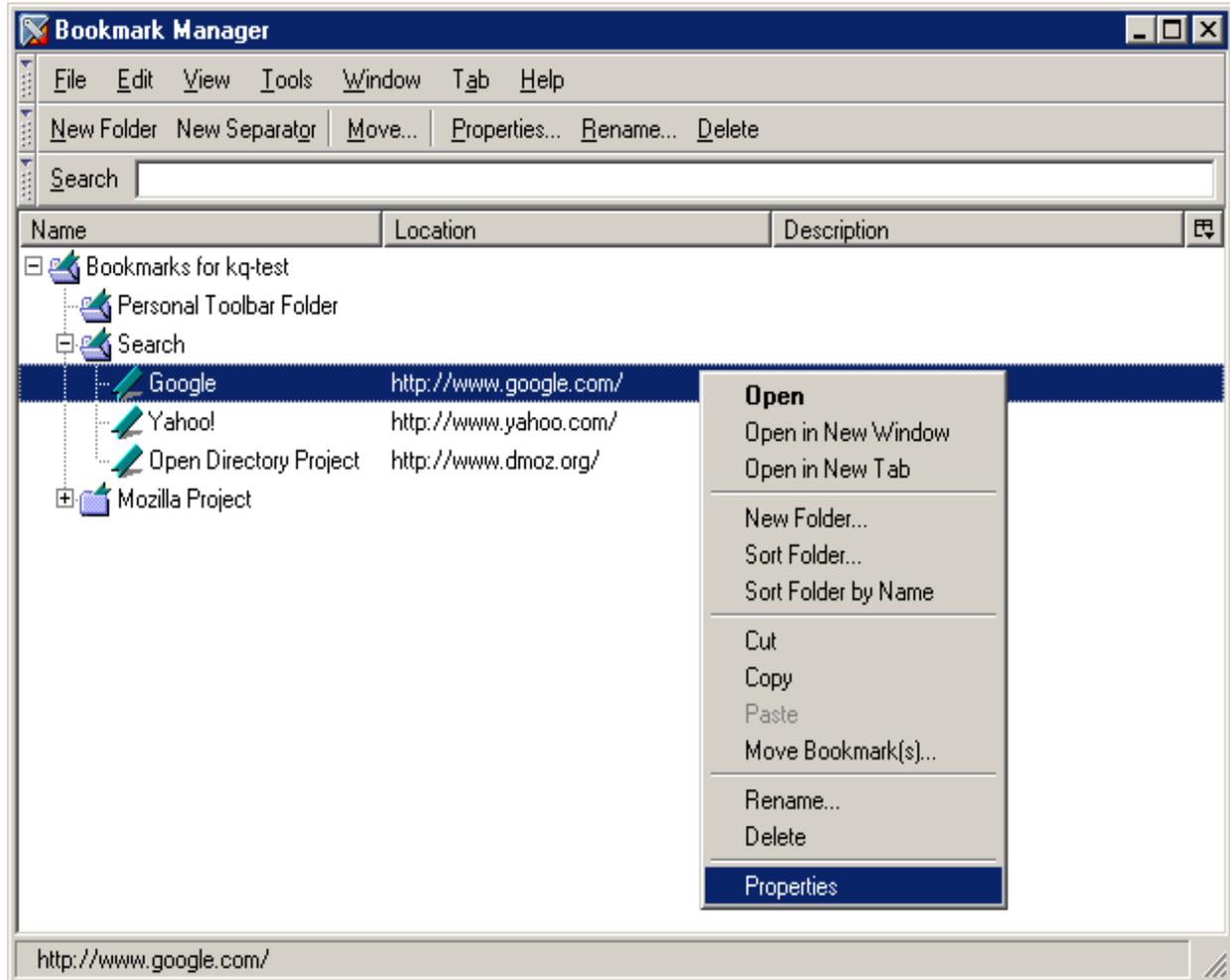


Figure 16: Accessing the *Properties Menu* for a selected bookmark.

Continued on next page . . .

Third: Type a keyword of your choosing into the *Keyword* box in the *Properties Menu*. In the example below, the keyword has been set to *google*, but you can choose any word you like. Based on this example, you can now type *google* into the *Location Bar* to immediately access the Google website.

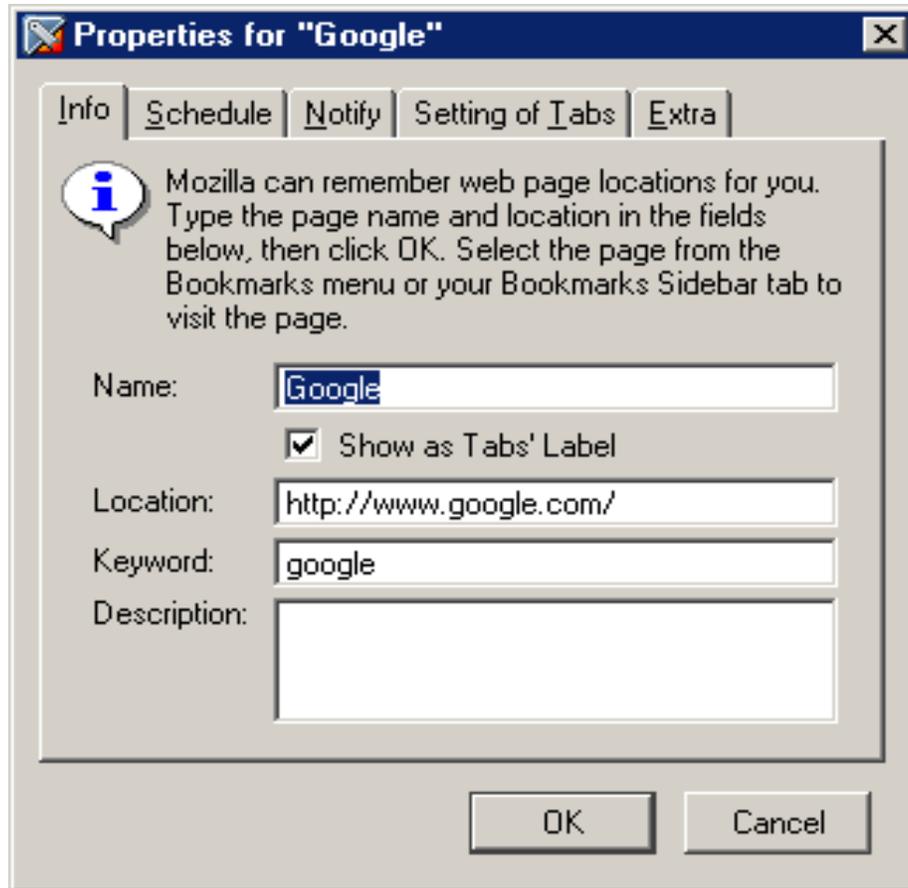


Figure 17: The *Properties Menu* for the Google bookmark. The keyword has been set to “google”

TIPS!:

- Use the **Help** option on the *Menu Bar* to get more information on using and managing bookmarks.
- See the article *How Cool are Custom Keywords?* in the appendix (Section 6.4) of this manual for advanced options for using custom keywords.

Section 2 :: Mail

2.1 - MAIL WINDOW – NAMING THE PARTS

The mail window (see figure below) consists of three *panes*:

1. *Sidebar* – Displays a list of message folders (and multiple email accounts, if you have more than one)
2. *Message list* - List of messages in selected folder (select folder in *Sidebar*).
3. *Message pane* - Displays selected message (select message from *message list*).

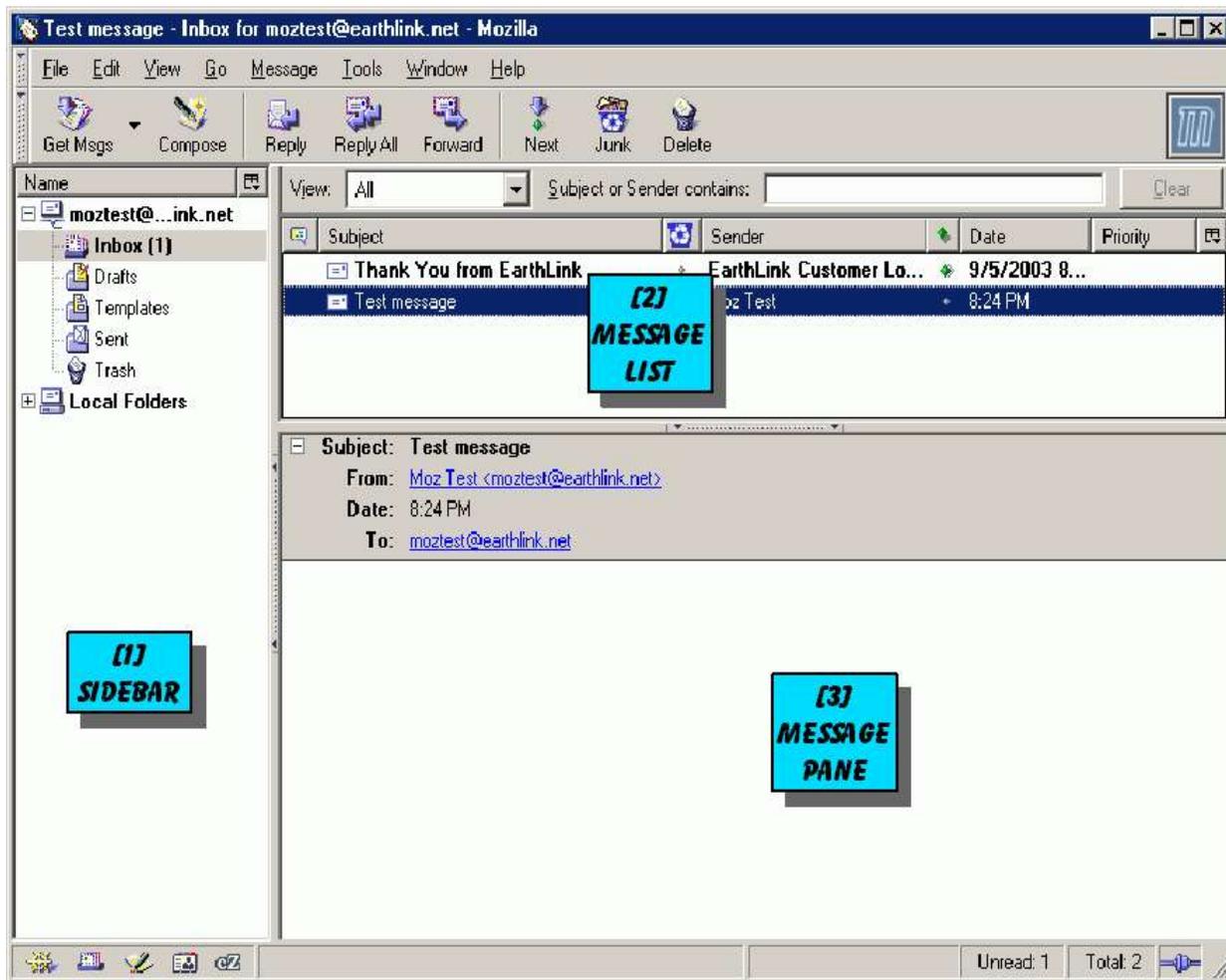


Figure 18: Example of Mozilla mail window.

TIP!:

- Click on a column heading of the message list (Subject, Sender, Date, Priority, etc.) to sort by that heading; click again to reverse the sort order.

Mail Window Layout

Mozilla also lets you select the type of mail window layout you would like. From the *Menu Bar*, select *Edit > Preferences > Mail & Newsgroups > Windows*. You will then have a choice of either of the two mail window layouts shown below (Note: For the change to take effect, you must close and then re-open the message window).

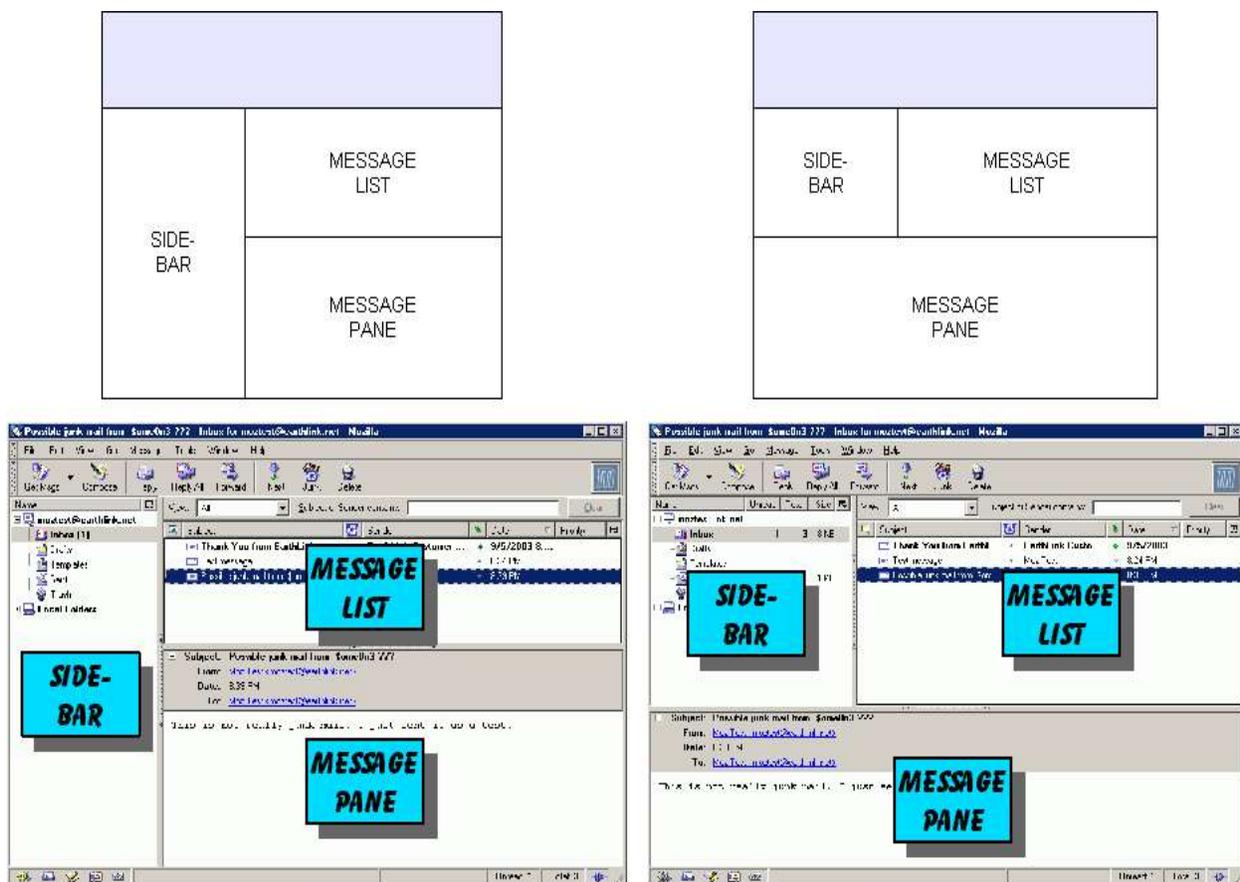


Figure 19: Mail Window layout options.

TIP!:

- Click and drag on the bar dividing two panes to re-size a pane.

2.2 - MESSAGE COMPOSITION

Message Composition Window

To create a new mail message, click on the *Compose* button; this will create a *message composition window* as shown below.

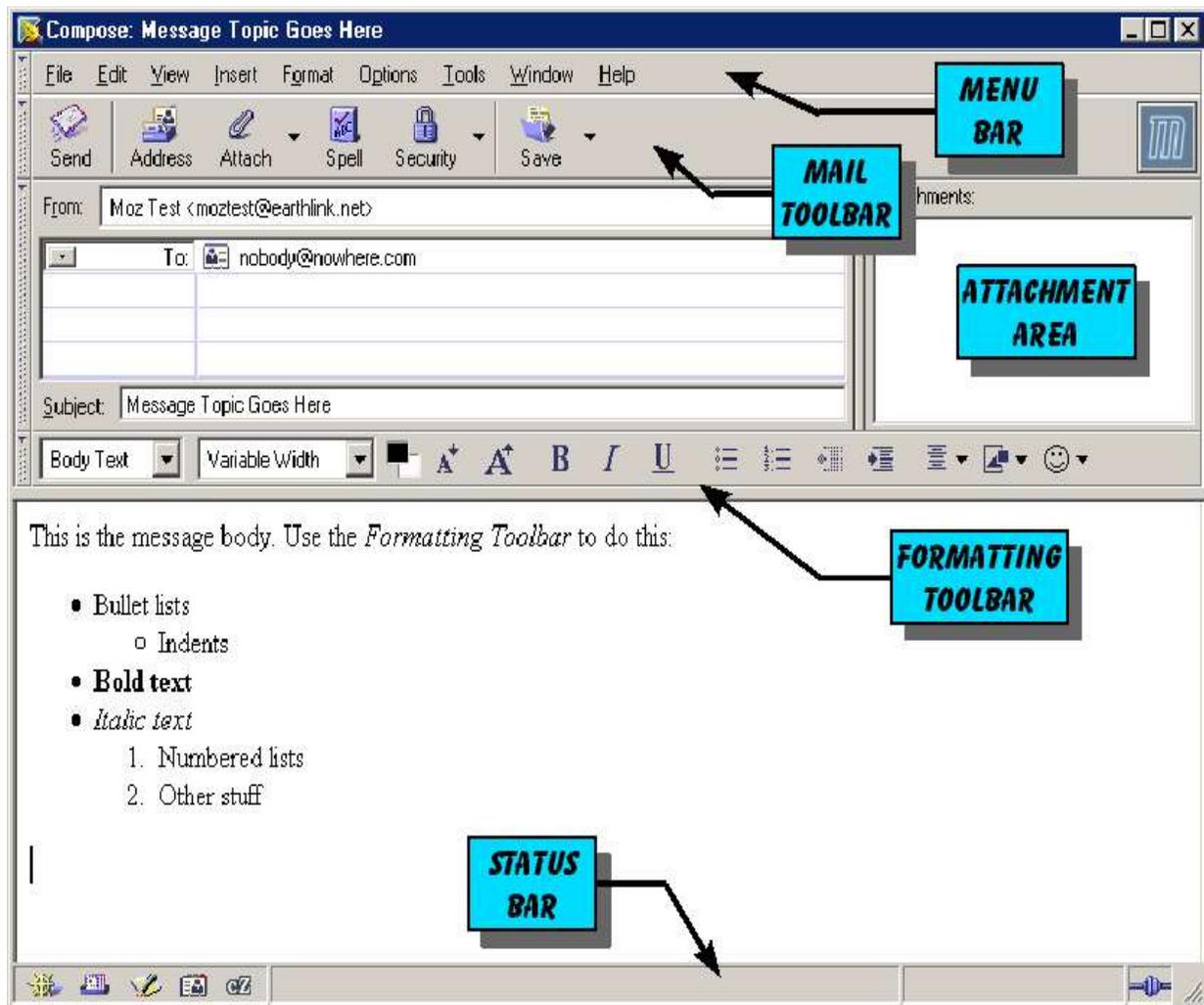


Figure 20: Mail Composition Window.

TIPS!:

- Use message composition to set **bold**, *italic*, and underlined text, for font and text size selection, indenting, bulleted and numbered lists, and to insert objects (images, tables, links, line, anchor).
- Drag and drop files to the *Attachments Area* to attach them to a message.
- Double-click the *Attachments Area* to get an attachment menu.

Smileys

Smileys are a popular feature in email messages (the name comes from “smiley face”). Smileys are graphical “punctuation marks” which you can insert in your email messages to indicate various emotions (smile, frown, wink, etc.). Mozilla makes it easy to insert smileys from a menu on the *Formatting Toolbar*.

Smileys are sometimes entered as “sideways text” (for example, “smile” would be entered like this:

:-) [Tilt your head to the left to see the “face”]

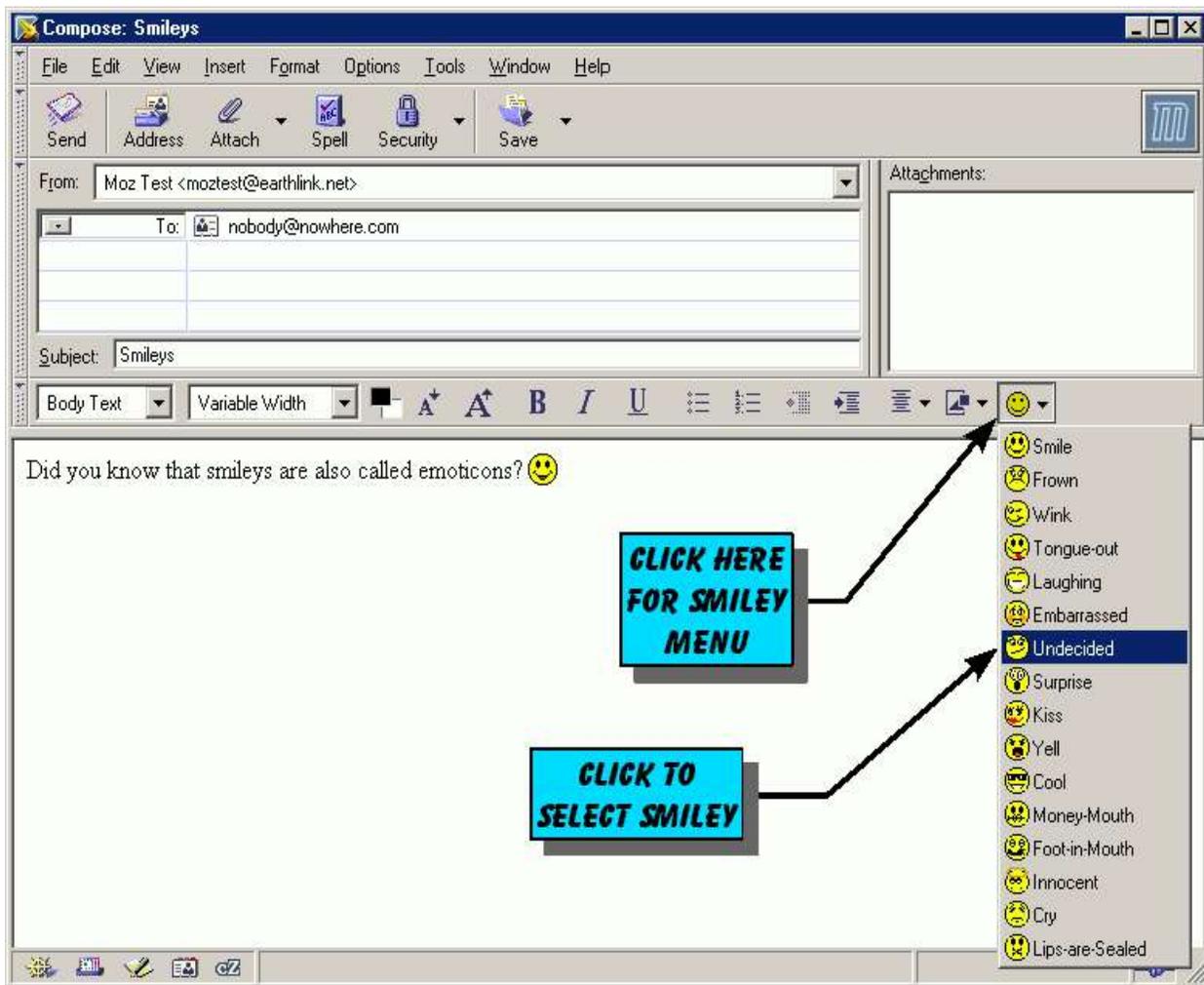


Figure 21: Selecting the smiley menu.

TIP!:

- When you receive a message containing a “text smiley,” Mozilla Mail will automatically convert it to the corresponding graphical symbol.

2.3 - SPELLCHECKER

When you are sending email, you can use the built in Spell function to check the spelling in your message.

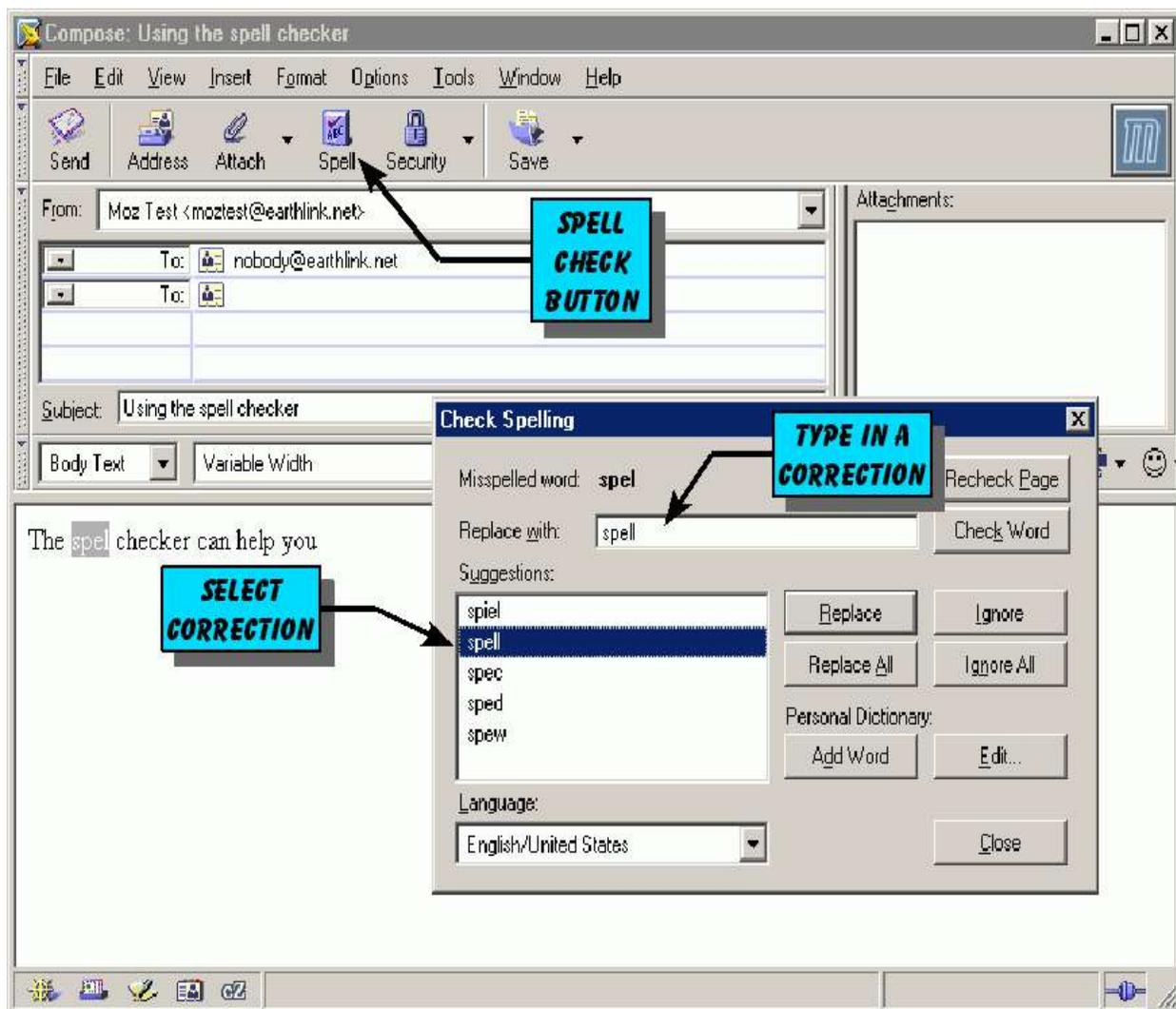


Figure 22: Spell checking can be selected when the cursor is in the body of the message compose window.

If the spell checker finds a misspelled word, it will typically suggest corrections. You can double-click on a suggestion to choose it, or if there is no acceptable suggestion, you can simply type in a correction. You can also add words, acronyms, etc. to your personal dictionary; words matching entries in your personal dictionary will be accepted as correct. Warning: The spell checker does *not* check spelling in the *Subject* box!

2.4 - MESSAGE VIEWS

Message views help you quickly locate messages in your Inbox (or other folders). There are two basic view options:

1. View category – select a list of messages by a specific category (see figure below). There are twelve pre-defined categories, and you can also create your own custom categories.
2. Subject or sender – type a name or word into the indicated box, and only messages with a matching sender or subject will be listed. Click on the *clear* button (to the right of the box) to clear the box.

You can also use combinations of the two options, selecting both by view category and by matching text.

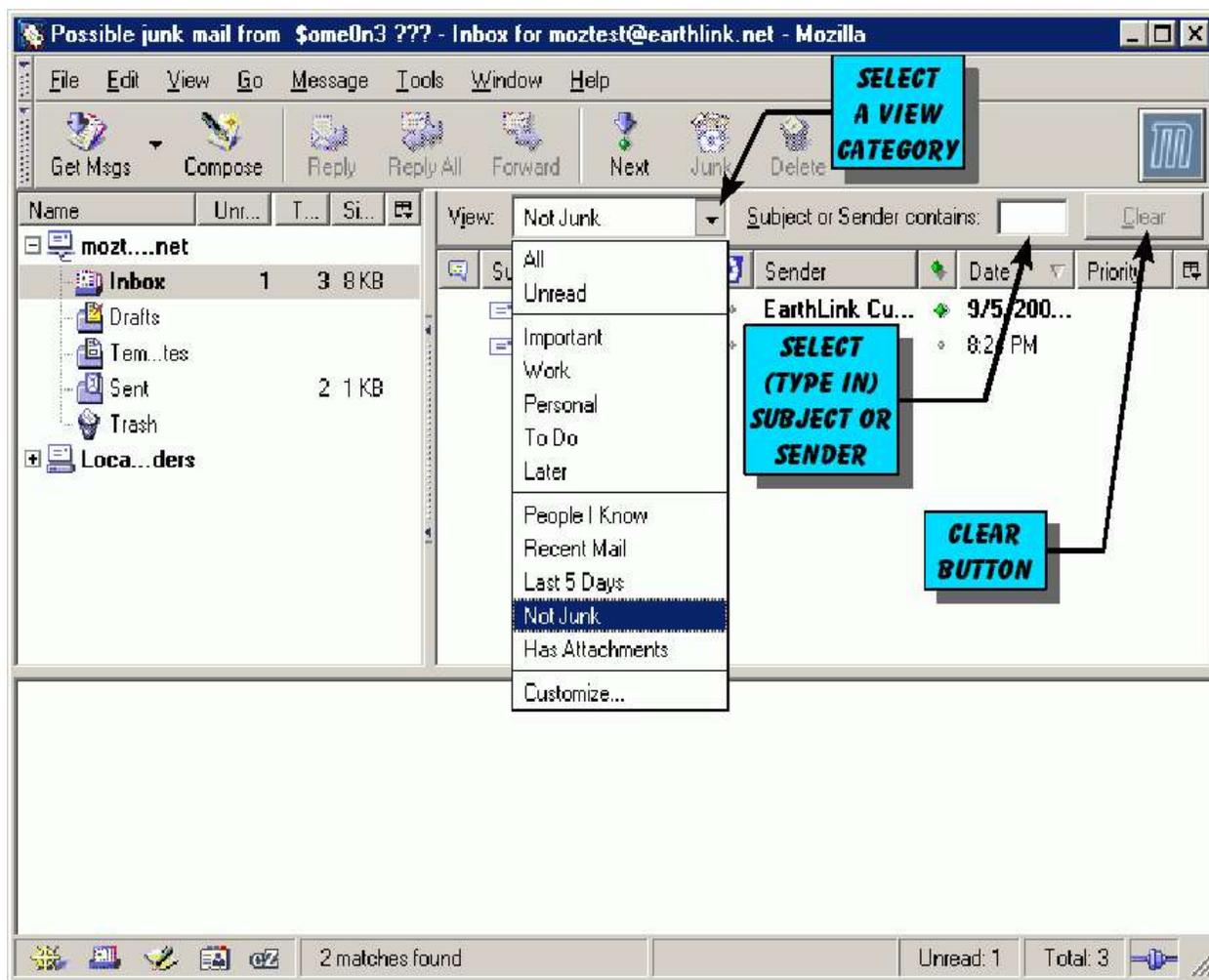


Figure 23: The message View drop-down menu.

2.5 - LABEL

The label function lets you label (color code) a message based on one of five different categories. You can do this manually by right clicking on a message and selecting the *Label* option and preferred category as shown below, or automatically by creating a *message filter* as explained in the section on *Filters* (Section 2.7).

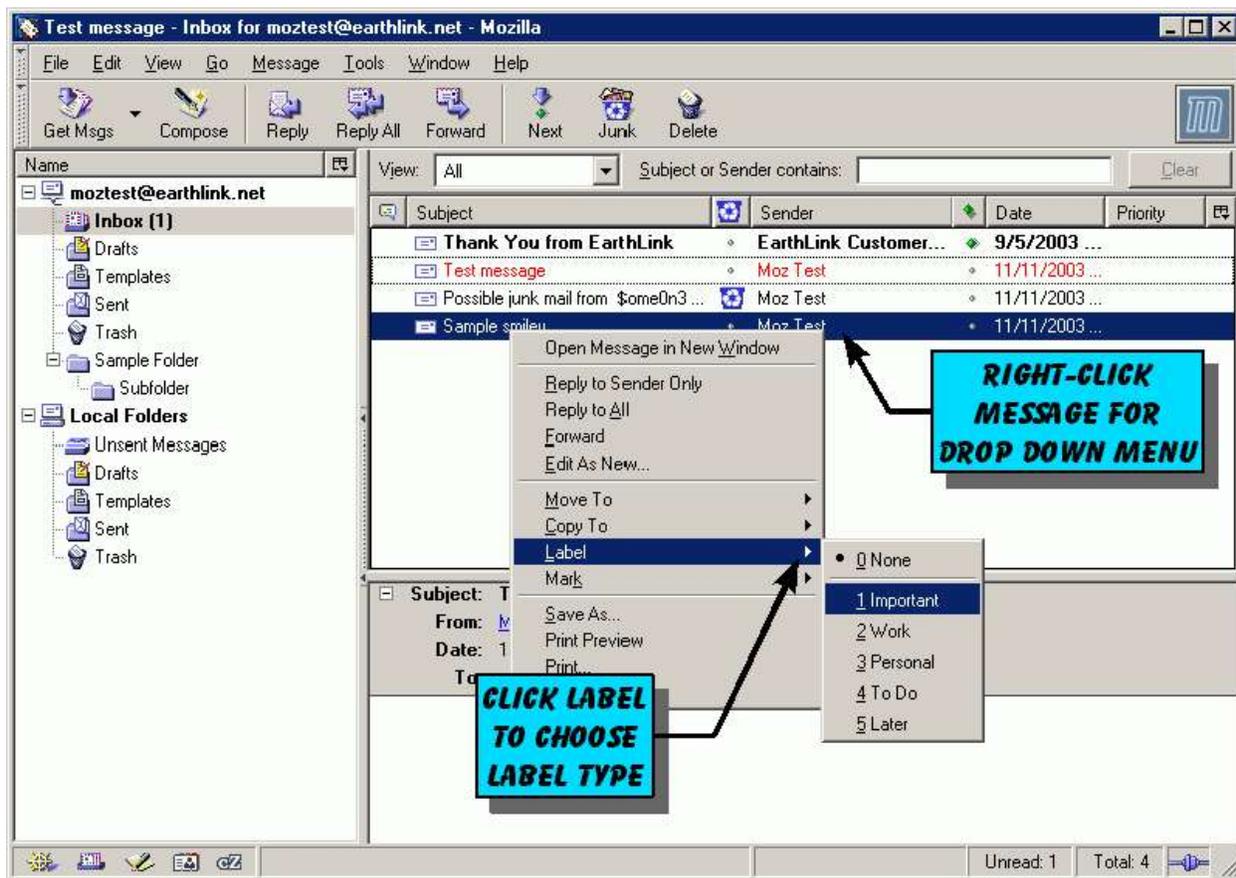


Figure 24: Right click on a message to label it. In this example the second message has already been labeled as "Important."

TIP!:

You can change the names and colors of the label categories by changing your *Preferences* (on the Menu Bar, select *Edit > Preferences > Mail & Newsgroups > Labels*).

2.6 - MESSAGE FOLDERS

Message folders are like file folders for your messages. Use message folders to store and organize messages you do not want to keep in your Inbox. You can create as many folders as you need to organize your messages, including folders within folders (sub-folders).

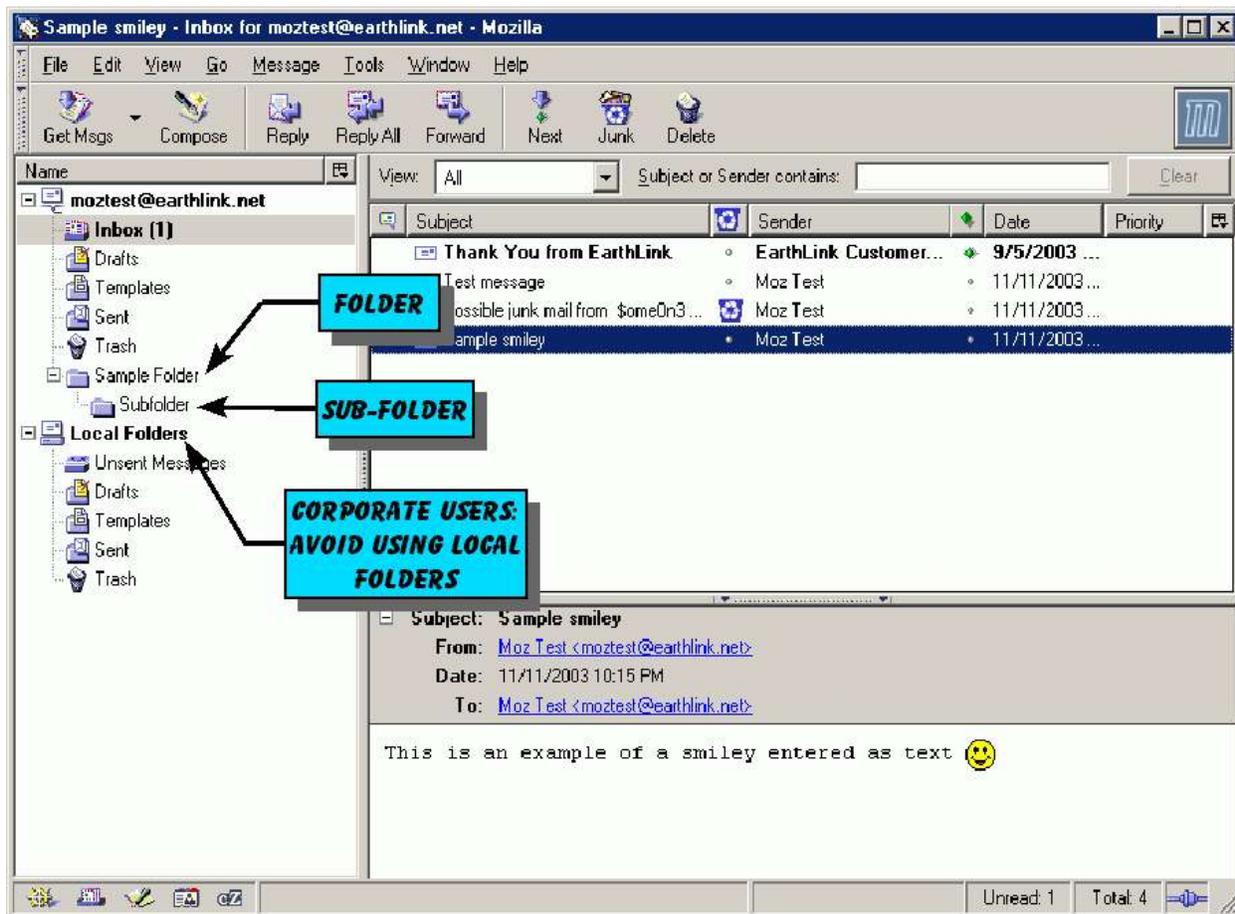


Figure 25: Message folders are shown in the sidebar to the left of the message list.

TIPS!:

- To file a message to a message folder:
 - Drag and drop a message to a folder.
 - Select *File* from the *Menu Toolbar*.
 - Right-click on a message and select the *Move to* option
- Create no more than 5 – 10 general folders at the top level, with sub-folders for more detail (so you can see all high level folders in your sidebar).
- Corporate IMAP users: Avoid using *Local Folders* – creating your folders on the IMAP server will promote security and accessibility.

2.7 - FILTERS

Message filters can be created to help manage your email. For example, using filters you can automatically process new mail to file it, label it, delete it, change priority, flag it, or perform other actions. To access message filters, start the *Mail* application; on the *Menu Bar*, select *Tools > Message filters...* You will see something like the *Message Filters* menu shown below.

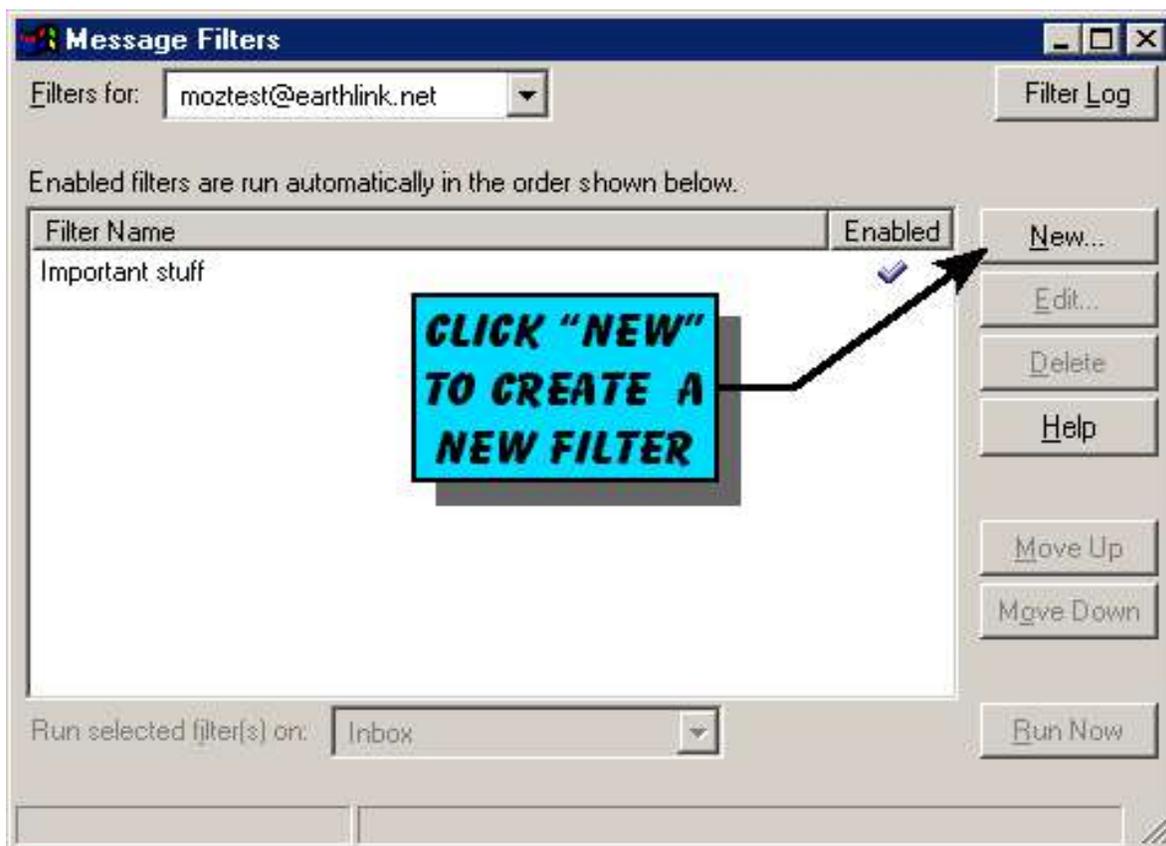


Figure 26: Message filter menu showing a filter called “Important stuff.”

You can create as many filters as you like. The filters can be customized to select messages based on subject, sender, date, age of the message, and other criteria (and combinations of these).

TIP!:

- To create filters, on the *Menu Toolbar* select *Tools > Message Filters...*
- Create a message filter to flag or label messages sent to you by key people in your organization.

2.8 - JUNK MAIL CONTROLS

Junk Mail Controls enable your email reader to automatically (almost) recognize and remove junk mail (also known as *spam*) from your email Inbox. It is “almost automatic” because a small amount of preparation is required; after you log in to your email account, do the following:

First: Enable junk mail controls.

Second: Train Mozilla to recognize junk mail.

Third: Maintenance to keep junk mail control current.

First: Enable Junk Mail Controls

From the *Menu Bar*, select *Tools > Junk Mail Controls...*

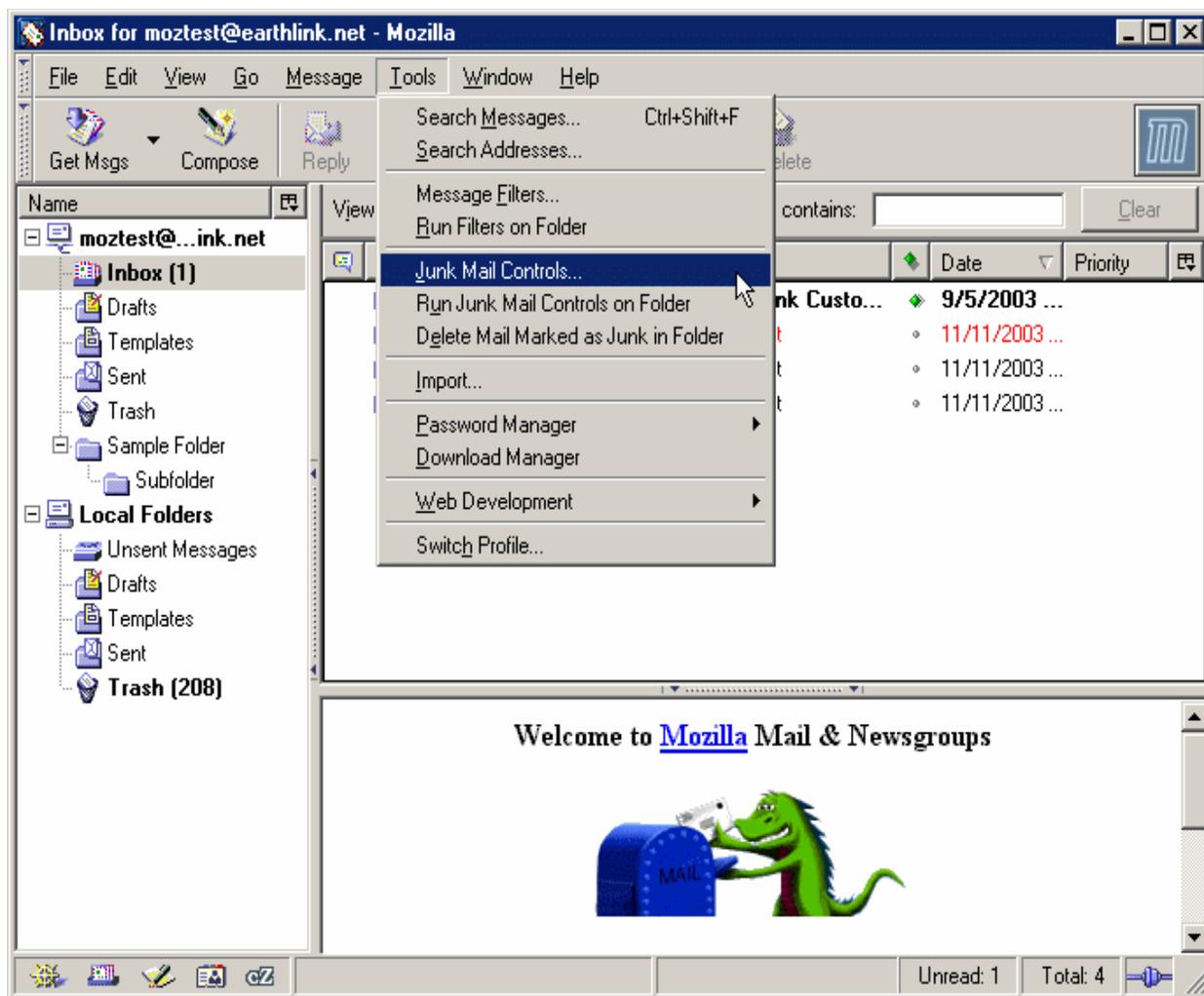


Figure 27: Select **Tools** from the *Menu Bar*, then select **Junk Mail Controls**.

Continued on next page . . .

Recommended settings for the *Junk Mail Controls* menu are shown below. Make sure the eight settings marked below are set. Now click on *OK* to save your settings.

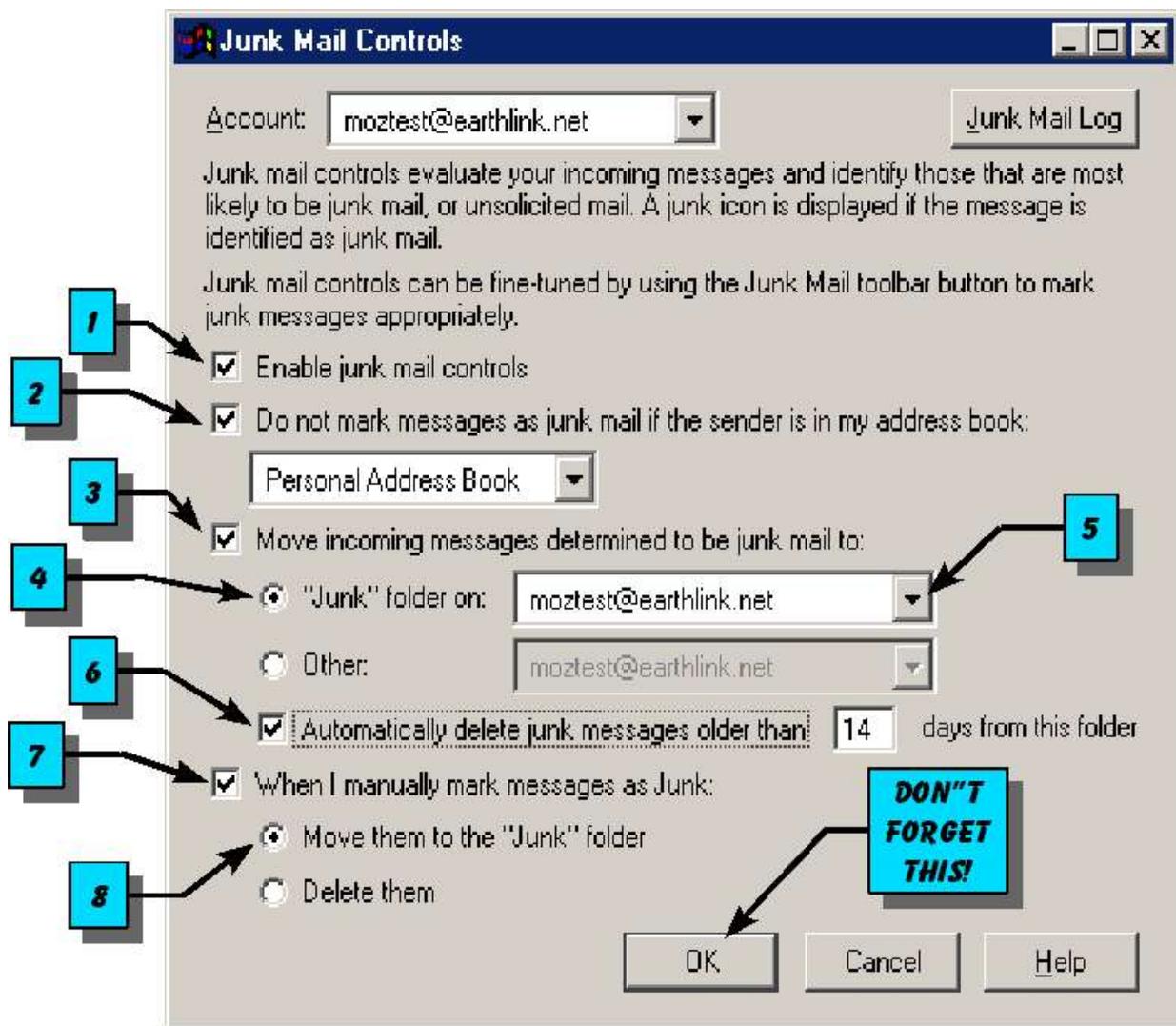


Figure 28: The *Junk Mail Controls* menu.

TIP!:

Do not automatically move junk mail (see #3 above) until you have completed initial junk mail training (until then, you can manually delete real junk, and “un-flag” false positives). When you're satisfied that the training is working, go back and set the preference to automatically move junk mail to the junk folder.

Continued on next page . . .

Second: Train Mozilla to Recognize Junk Mail

Now you need to teach Mozilla to recognize messages you consider to be junk. You do this by clicking on the *junk icon* next to each message that you consider junk. In this way, Mozilla learns to recognize patterns that identify mail as junk. Initially, you may find that Mozilla will incorrectly identify a good message as junk; when this happens, simply click on the junk icon to flag the message as “not junk” (this will also help Mozilla learn the proper patterns).

When you first begin training Mozilla to recognize junk mail, you will need to check your junk mail folder to recover *false positives* (good messages marked as junk). When there are no more false positives (or very few), you will know that your junk mail controls have been properly trained. The training period typically takes a few days, but it may be shorter or longer depending upon how much mail you receive, and how much of it is junk.

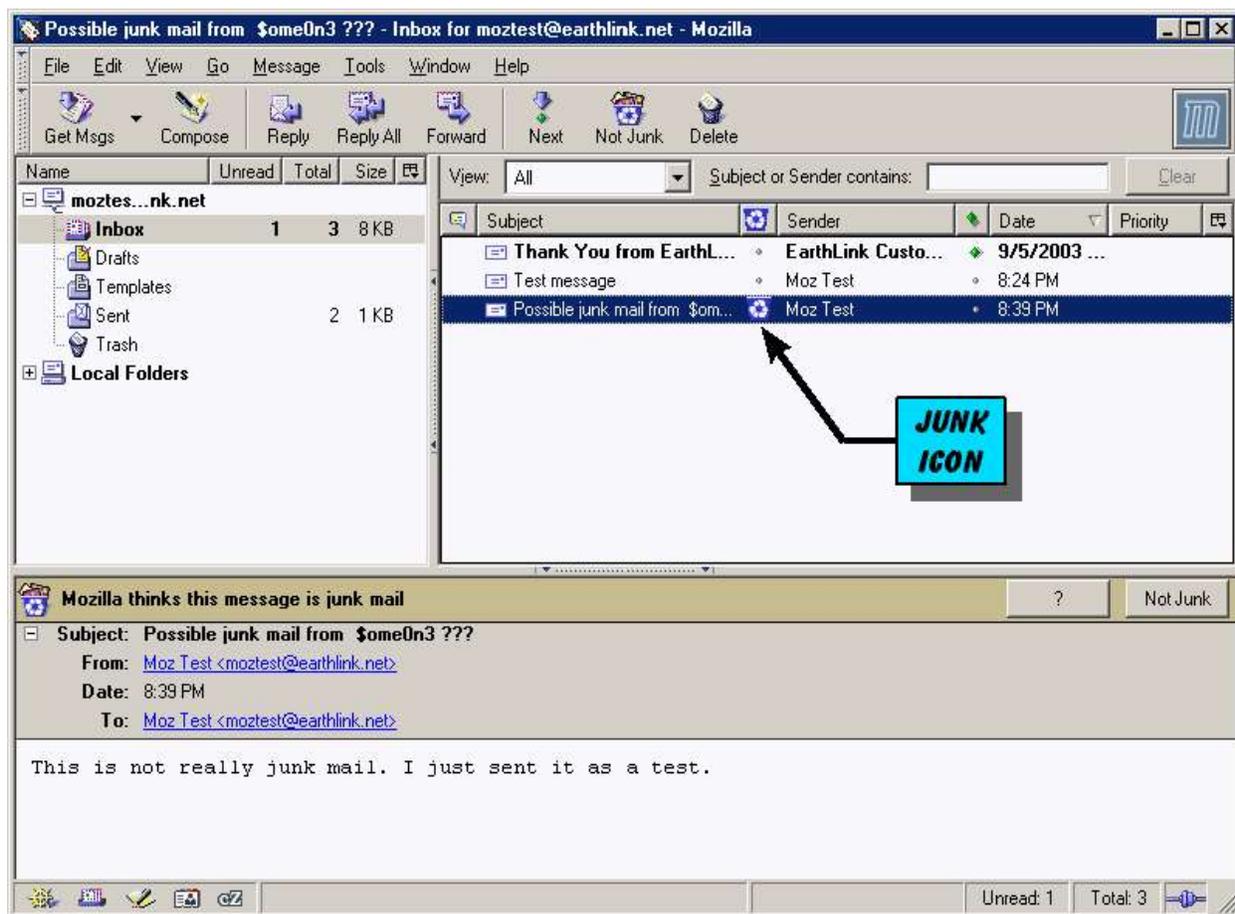


Figure 29: Message window showing one message flagged as junk.

Continued on next page . . .

Third: Maintenance

Once your junk mail controls are working, you will need to continue to perform the following regular checks:

- Check your junk mail folder for *false positives*.
 - If you find legitimate mail marked as junk, click on the junk icon to mark it as good mail, and drag it to the Inbox folder .
- Mark any new junk messages in your Inbox as junk, to keep your junk mail controls up to date.

Unfortunately, it is not possible to just train your junk mail controls and then forget about them. This is because the junk mail senders are continually coming up with new tricks to get around the junk mail controls. In practice, however, you will find that the junk mail controls will catch most junk mail, with very few false positives.

Section 3 :: Address Book

The Mozilla *Address Book* stores email addresses for sending messages (and also stores other “people related” information like telephone numbers, addresses, and so on). Using the *Address Book* component you can do the following:

- Access your business (LDAP) directory.
- Maintain one or more *personal address books*.
- Create and maintain email *distribution lists*.

You can get to the Address Book by any of these methods:

- Select the *Address Book* icon on the *Component Bar*.
- On the *Menu Bar*, select *Window > Address Book*.
- Type **Ctrl** **5**
- Select *Address* while composing an email message.

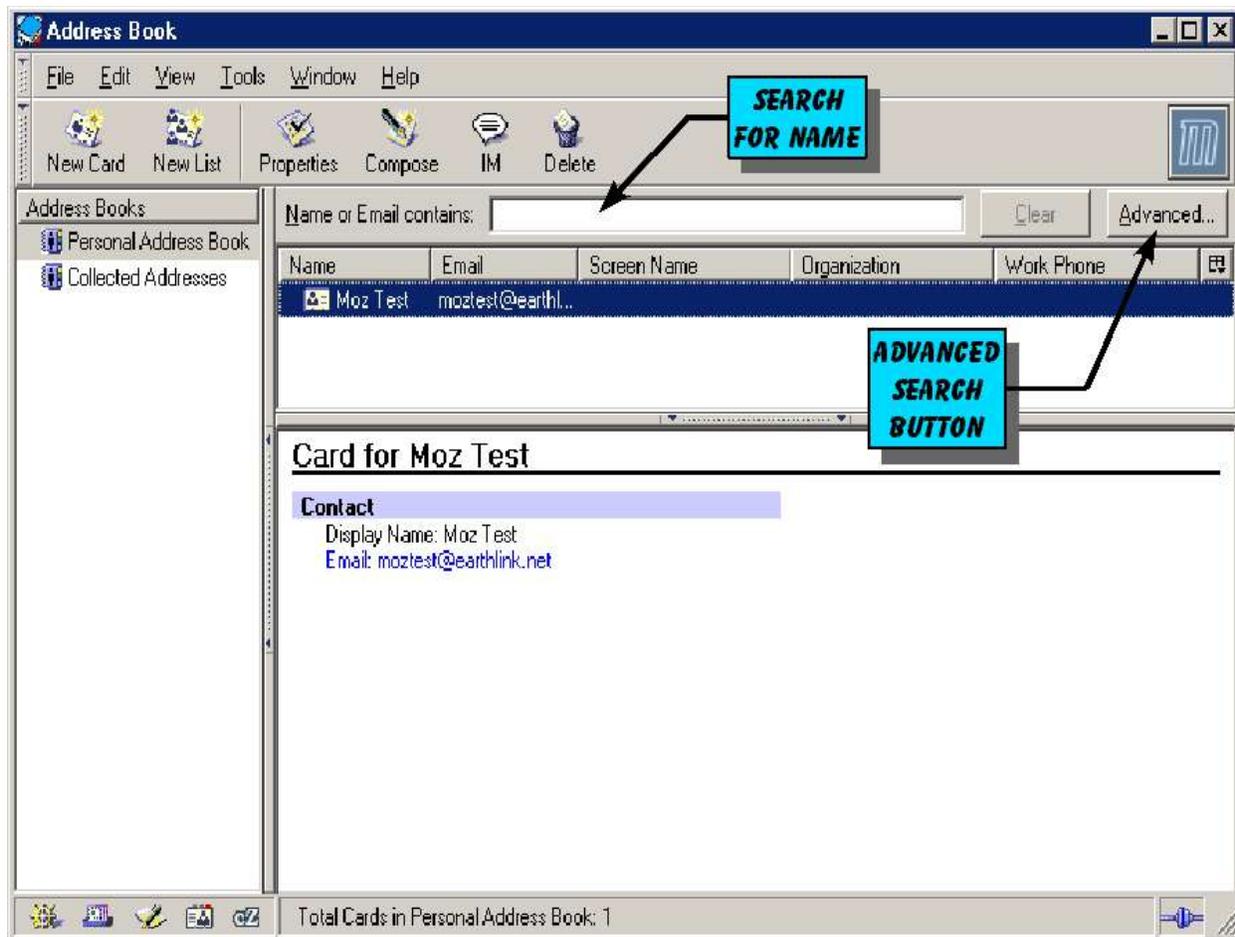


Figure 30: Address Book menu.

Each *Address Book* entry is associated with an *address card*. Each card has three sections, or tabs, for recording information related to a particular entry.

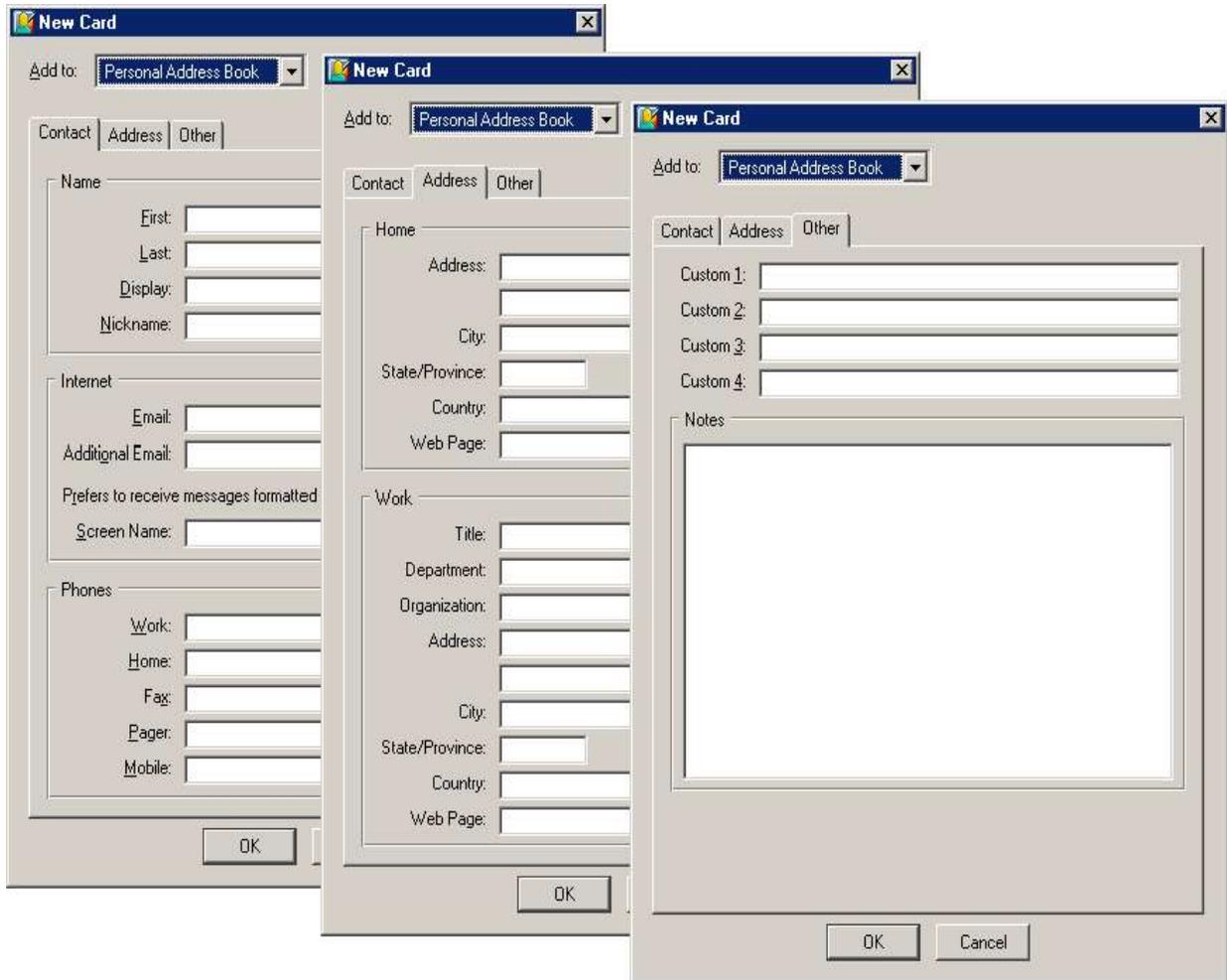


Figure 31: The three sections of an *Address Book* card (Contact, Address, Other).

TIP!:

When viewing an email message, you can right-click on an email address for an option to automatically add it to your address book.

The *Address Book* function is also available when you are composing (creating) a new email message. Simply select the *Address Button* in the message compose window (see figure below) to bring up an address search menu (*Select Addresses* in the figure below). Follow these easy steps to select addresses for your message:

1. Select the *Address Book* you want to search.
2. Enter a name to search for.
3. Select (highlight) from the name(s) listed.
4. Click on the type selector to add the address to your message.
5. Repeat steps 1 – 4 to select all desired addresses, then click OK.

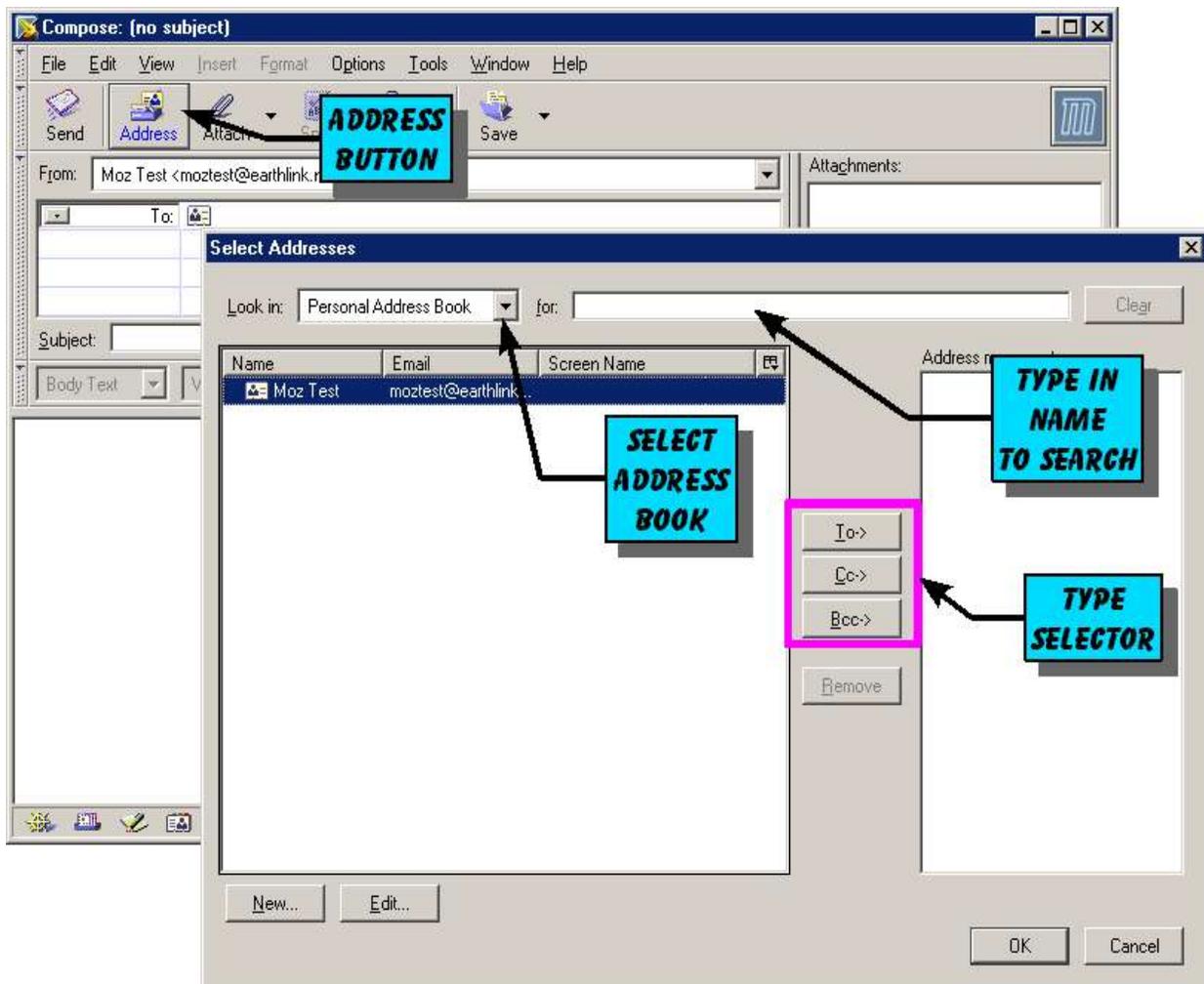


Figure 32: Selecting addresses with the message composer *Address Menu*.

Section 4 :: Composer

Mozilla Composer is a like a word processor for web pages - you can create, edit, and publish your own web pages. You can add tables and pictures, change font styles, and easily perform other web page creation functions. Composer is also the “engine” used by email to compose a new message, so many of these same functions and capabilities are available for email message creation.

In keeping with the goal of this manual to provide information to business users of Mozilla primarily for *Navigator*, *Mail* and *Address Book*, this component will not be discussed further. However, if you are interested in learning more, use the *Help* option on the *Menu Bar* to view extensive information on this component.

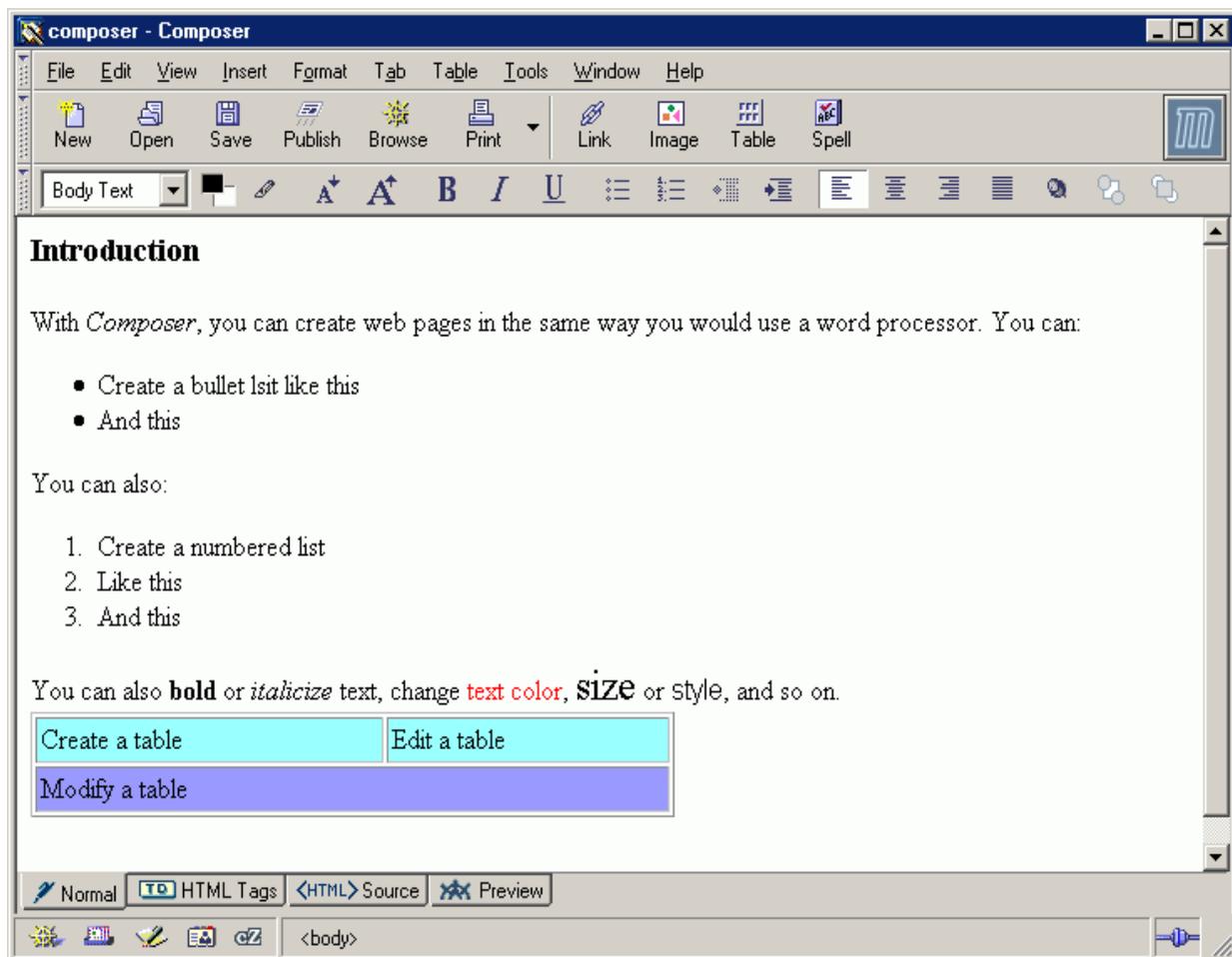


Figure 33: The Mozilla Composer window.

Section 5 :: IRC Chat (Chatzilla)

This component is an IRC (Internet Relay Chat) client; chat software may be blocked or restricted in your business environment. In keeping with the primary goal of this manual to provide information to business users of Mozilla, this component will not be discussed further.

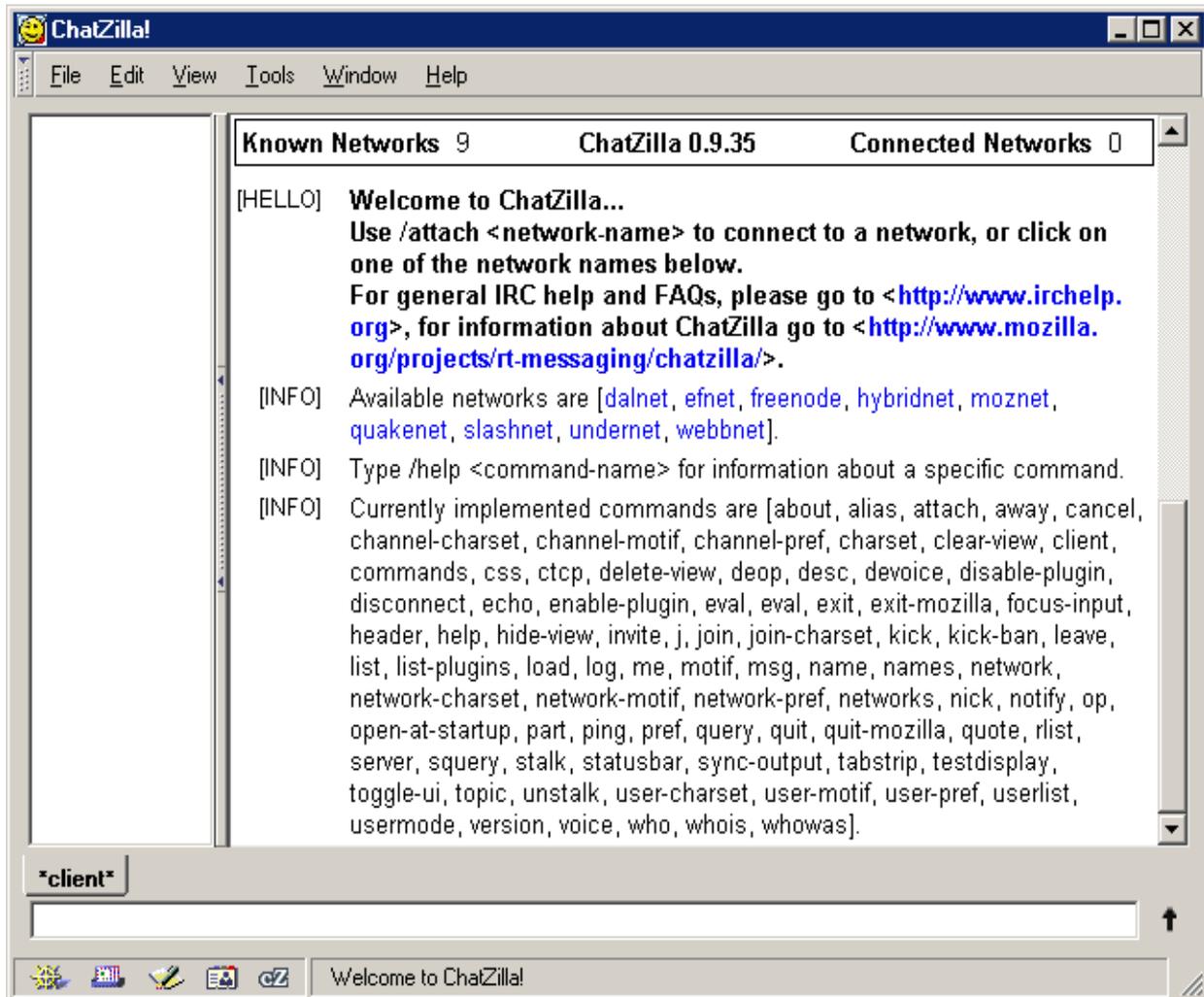


Figure 34: The Chatzilla client page.

Note:

The current version of Mozilla help contains no information on this component. However, you can find extensive information on the Internet at this location:

<http://www.mozilla.org/projects/rt-messaging/chatzilla/>

Section 6 :: Appendix

6.1 - INFORMATION ABOUT MOZILLA

A huge amount of information about Mozilla is available on the Internet. Here is a brief selection of some of the most useful web sites:

The home site for the Mozilla Foundation, and the main site for official Mozilla information. <http://www.mozilla.org>

The “Mozilla Magazine” for news and discussion about Mozilla. <http://mozillazine.org>

Another Mozilla news source. <http://mozillanews.org/>

Documentation for end users of Mozilla. <http://www.mozilla.org/docs/end-user/>

Source for Mozilla *themes*. <http://themes.mozdev.org/>

Mozilla related documentation. <http://www.mozilla.org/catalog/>

Extensions available for Mozilla and related browsers. <http://extensionroom.mozdev.org/>

The primary site for development projects related to Mozilla (Mozilla development efforts). <http://www.mozdev.org>

Additional capabilities can be added to Mozilla through the use of “add-ons.” A few of these are discussed briefly in this section – see the web site references for more detailed information.

6.2 - BOOKMARKLETS

Bookmarklets are free tools which extend the capabilities of your browser to improve search, navigation, and web page manipulation. Bookmarklets typically work like a bookmark, but instead of bookmarking a page, they bookmark a function (sort of like a simple macro in a word processor or spreadsheet).

Reference site: <http://www.squarefree.com/bookmarklets/>

6.3 - EXTENSIONS

A Mozilla extension is software you can install to add new functions to your browser – this can include new function bars, new menus or menu items, and numerous other capabilities. Extensions essentially become a new part of your browser, and are included automatically on startup once you have added them.

Reference site: <http://extensionroom.mozdev.org/>

6.4 - HOW COOL ARE CUSTOM KEYWORDS?

by [Asa Dotzler](#)

[The article below has been reprinted with the permission of the author. Some minor changes have been made to make the terminology consistent with the rest of this manual.]

So Mozilla Custom Keywords ROCK! Not just for making shorthand for bookmarks but also for searches and queries. Simple Custom keywords allow you to type a short string in the *Location Bar* and load its corresponding Bookmark URL. To set a keyword you must first create a bookmark for the URL. You can do this by visiting the site and using the *Bookmark > Add Current Page* (**Ctrl** **D**) or you can go to the Manage Bookmarks window (**Ctrl** **B**) and create a new bookmark with *File > New Bookmark*. After you have created the bookmark you can add a keyword to the bookmark in the Bookmark Properties window (*Edit > Properties*, **Ctrl** **i**), or context menu Properties). In the Bookmark Properties window simply add a short string to the Custom Keyword field. Now close that dialog and you can type the keyword in the *location bar*, hit enter and it will load that URL.

An example I have is the bookmark for www.mozilla.org to which I've added the keyword "m.o". So with that set I can type m.o in the *Location Bar* and it loads <http://www.mozilla.org>. Keywords combined with autocomplete in Mozilla I seldom type more than about three or four characters for all of the sites I regularly visit.

But that's just the beginning. Custom keywords can be used to create shortcuts for your favorite search engines too (the 'this ROCKS!' part). Here's how it works.

I'll use Bugzilla Bug Report lookup as an example.

- Bookmark http://bugzilla.mozilla.org/show_bug.cgi?id=%s (where the "%s" replaces the part of the URL that would be the bug number/unique part of the query string)
- Give the bookmark a keyword like "bug"
- Restart Mozilla (seems to be necessary on some but not others, not sure why).
- Now typing "bug 12345" in the addressbar will load that bug.

The keyword "bug" followed by a space and the bug number will load the URL "http://bugzilla.mozilla.org/show_bug.cgi?id=" with the bug number, "12345" appended to the end of it loading the bug.

Some other really cool examples:

- <http://www.google.com/search?q=%s&btnG=Google+Search> (I gave it the keyword "google")
- <http://www.dictionary.com/cgi-bin/dict.pl?term=%s> (I gave it the keyword "dict")
- <http://climate/reports/incidenttemplate.cfm?bbid=%s> (I gave it the keyword "talkback", note that this will only work inside the Netscape firewall)

There are probably other great uses for this, just try a query at your favorite search engine and look at the URL it generates. If you can replace your search string in that URL with "%s" you can probably make this work. Throw in a little javascript and it's off to the races :)

6.5 - KEYBOARD SHORTCUTS

The information in this section is taken (with some modification for print purposes) from the following web pages:

http://www.mozilla.org/docs/end-user/moz_shortcuts.html

Topics in this section include the following:

- Using Shortcuts
- General Mozilla Shortcuts
- Navigator Shortcuts
- Mail & Newsgroups Shortcuts
- Composer Shortcuts
- Help Window Shortcuts

USING SHORTCUTS

This document uses the following format for listing shortcuts:

Example:

Command	Windows	Mac	Linux
Copy	Ctrl+C	Cmd+C	Ctrl+C

To perform a command, press the buttons listed together at the same time. For example, to copy in Windows, press Ctrl and C at the same time.

Tip: The plus sign (+) means that you must press two keys surrounding the plus sign at the same time. If there is more than one plus sign (such as Ctrl+Shift+C), it means that all three buttons surrounding the plus sign must be pressed at the same time.

Abbreviations:

- Ctrl = Control key
- Cmd = Command key on the Macintosh keyboard

Note: Some keyboard shortcuts perform different functions based on cursor location (“focus”). For example, if you press *Home* on Windows while viewing a web page, Mozilla will move to the top of the web page. However, if you press *Home* on Windows while the cursor is in a text field, the cursor will go to the beginning of the text field.

Warning: Other applications may set conflicting control key combinations, in which case using the keyboard shortcuts listed here may lead to unexpected results.

GENERAL MOZILLA SHORTCUTS

These shortcuts are available from all Mozilla windows:

Command	Windows	Mac	Linux
Copy	Ctrl+C	Cmd+C	Ctrl+C
Paste	Ctrl+V	Cmd+V	Ctrl+V
Cut	Ctrl+X	Cmd+X	Ctrl+X
Close Window	Ctrl+W	Cmd+W	Ctrl+W
Delete Next Word	Ctrl+Del		Ctrl+Del
Go Up One Page	Page Up	Page Up	Page Up
Go Down One Page	Page Down	Page Down	Page Down
Go Up One Line	Up Arrow	Up Arrow	Up Arrow
Go Down One Line	Down Arrow	Down Arrow	Down Arrow
Undo	Ctrl+Z	Cmd+Z	Ctrl+Z
Redo	Ctrl+Shift+Z	Cmd+Shift+Z	Ctrl+Shift+Z
Find	Ctrl+F	Cmd+F	Ctrl+F
Find Again	Ctrl+G or F3	Cmd+G	Ctrl+G
Find Links As You Type	' (apostrophe)	' (apostrophe)	' (apostrophe)
Find Text As You Type	/	/	/
Open search engine page	Ctrl+Shift+F	Cmd+Shift+F	Ctrl+Shift+F
Open Context Menu	Shift+F10	Ctrl+Space	Shift+F10
Open Main Menu	Alt or F10	(Mac OS X: Controlled through keyboard preference in Control Panel)	F10
Move to beginning of line (in text edit field)	Home	Cmd+Left Arrow	Ctrl+A
Move to end of line (in text edit field)	End	Cmd+Right Arrow	Ctrl+E
Exit Mozilla	Ctrl+Q	Cmd+Q	Ctrl+Q
Start Navigator	Ctrl+1	Cmd+1	Ctrl+1
Start Mail & Newsgroups	Ctrl+2	Cmd+2	Ctrl+2
Start IRC Chat	Ctrl+3	Cmd+3	Ctrl+3
Start Composer	Ctrl+4	Cmd+4	Ctrl+4
Start Address Book	Ctrl+5	Cmd+5	Ctrl+5

NAVIGATOR SHORTCUTS

These shortcuts are available from all Navigator windows.

BOOKMARKS SHORTCUTS

Command	Windows	Macintosh	Linux
Open Manage Bookmarks Window	Ctrl+B	Cmd+B	Ctrl+B
Add Page to Bookmarks	Ctrl+D	Cmd+D	Ctrl+D
File Bookmark (to customize and file a page you are bookmarking)	Ctrl+Shift+D	Cmd+Shift+D	Ctrl+Shift+D
Bookmark Properties (for selected bookmark in Manage Bookmarks window)	Ctrl+I	Cmd+I	Ctrl+I

PAGE NAVIGATION SHORTCUTS

Command	Windows	Macintosh	Linux
Open History Window	Ctrl+H	Cmd+Shift+H	Ctrl+H
Reload	Ctrl+R	Cmd+R	Ctrl+R
Force Reload (not from cache)	Ctrl+Shift+R	Cmd+Shift+R	Ctrl+Shift+R
Back	Alt+Left Arrow or Backspace	Cmd+Left Arrow	Alt+Left Arrow
Forward	Alt+Right Arrow	Cmd+Right Arrow	Alt+Right Arrow
Stop	Esc	Esc	Esc
Home	Alt+Home	Cmd+Home	Alt+Home
Go to Bottom of Page	End		End
Go to Top of Page	Home	Home	Home
Select All Text in Location Bar	Ctrl+L or Alt+D	Cmd+L	Ctrl+L or Alt+D
Open Web Page Location	Ctrl+Shift+L	Cmd+Shift+L	Ctrl+Shift+L
Open Selected Link in a Web Page	Enter	Return	Enter
Exit Mozilla	Ctrl+Q	Cmd+Q	Ctrl+Q

Move to Next Frame (in web pages using frames)	F6	Ctrl+Tab or F6 (if F6 is not programmed for another command)	F6
Move to Previous Frame (in web pages using frames)	Shift+F6	Ctrl+Shift+Tab or Shift+F6 (if F6 is not programmed for another command)	Shift+F6
New Navigator Window	Ctrl+N	Cmd+N	Ctrl+N
Move to Next/Previous Link or Form Element in a Web Page	Tab/Shift+Tab	Tab/Shift+Tab	Tab/Shift+Tab
Open File	Ctrl+O	Cmd+O	Ctrl+O
Close Window	Ctrl+W	Cmd+W	Ctrl+W
Save Page As	Ctrl+S	Cmd+S	Ctrl+S
Save Linked Page (when a link is selected)	Shift+Enter	Option+Enter	Shift+Enter
Print Page	Ctrl+P	Cmd+P	Ctrl+P
Go Up One Page	Page Up/ Shift+Space	Page Up/ Shift+Space	Page Up/ Shift+Space
Go Down One Page	Page Down/ Space	Page Down/ Space	Page Down/ Space
Go Up One Line	Up Arrow	Up Arrow	Up Arrow
Go Down One Line	Down Arrow	Down Arrow	Down Arrow
Turn on/off Caret Mode	F7	F7 (if F7 is not programmed for another command)	F7

PAGE VIEWING SHORTCUTS

Command	Windows	Macintosh	Linux
Full Screen (toggle)	F11		F11 (may depend on window manager)
Zoom Text Smaller	Ctrl+- (minus sign)	Cmd+- (minus sign)	Ctrl+- (minus sign)
Zoom Text Larger	Ctrl+= (plus sign)	Cmd+= (plus sign)	Ctrl+= (plus sign)
No Zoom (back to normal/100%)	Ctrl+0	Cmd+0	Ctrl+0
View Page Information	Ctrl+I	Cmd+I	Ctrl+I
View Page Source	Ctrl+U	Cmd+U	Ctrl+U

TABBED BROWSING SHORTCUTS

Command	Windows	Macintosh	Linux
New Navigator Tab	Ctrl+T	Cmd+T	Ctrl+T
Switch to Next Tab (when using Tabbed Browsing with more than one tab)	Ctrl+Tab or Ctrl+Page Down	Ctrl+Page Down	Ctrl+Tab or Ctrl+Page Down
Switch to Previous Tab (when using Tabbed Browsing with more than one tab)	Ctrl+Shift+Tab or Ctrl+Page Up	Ctrl+Page Up	Ctrl+Page Up
Close Tab (Close window if one page open)	Ctrl+W	Cmd+W	Ctrl+W
Open link in new foreground tab	Insert		Insert
Open link in new background tab	Shift+Insert	Shift+Insert	Shift+Insert

SIDEBAR SHORTCUTS

Command	Windows	Macintosh	Linux
Open/Close Sidebar (toggle)	F9	F9	F9
Switch to Next Sidebar Panel	Alt+Page Down	Option+Page Down	Alt+Page Down
Switch to Previous Sidebar Panel	Alt+Page Up	Option+Page Up	Alt+Page Up

FORMS SHORTCUTS

Command	Windows	Macintosh	Linux
Move to Next/Previous Item in Form	Tab/Shift+Tab	Tab/Shift+Tab	Tab/Shift+Tab
Submit Form	Enter	Enter	Enter
Press Selected Button / Select Radio Button)	Space	Space	Space
Select an Item from a List	Up Arrow, Down Arrow, or First Letter of Item Name	Up Arrow, Down Arrow, or First Letter of Item Name	Up Arrow, Down Arrow, or First Letter of Item Name
Check/Uncheck Checkbox (toggle)	Space	Space	Space
Open a Drop-Down Menu	Alt+Down Arrow	Option+Down Arrow	Alt+Down Arrow

MAIL & NEWSGROUPS SHORTCUTS

These shortcuts are available from Mail & Newsgroups windows.

GENERAL MAIL & NEWSGROUPS SHORTCUTS

Command	Windows	Macintosh	Linux
Move to Next Mail Pane (Folder, QuickSearch, Thread, Message Panes)	F6	F6	F6
New Message	Ctrl+M	Cmd+Shift+M	Ctrl+M

MESSAGE LIST SHORTCUTS

Command	Windows	Macintosh	Linux
Save Message as File	Ctrl+S	Cmd+S	Ctrl+S
Open Message (in a new window)	Ctrl+O	Cmd+O	Ctrl+O
Delete Message	Del	Del	Del
Undo Delete Message	Ctrl+Z	Cmd+Z	Ctrl+Z
Select All Messages	Ctrl+A	Cmd+A	Ctrl+A
Collapse All Threads	\ (backslash key)	\ (backslash key)	\ (backslash key)
Expand All Threads	* (asterisk key)	* (asterisk key)	* (asterisk key)
Message Source	Ctrl+U	Cmd+U	Ctrl+U
Go to Next Message	F	F	F
Go to Next Unread Message	N	N	N
Go to Next Unread Thread	T	T	T
Go to Previous Message	B	B	B
Go to Previous Unread Message	P	P	P
Reply to Message (replies only to sender)	Ctrl+R	Cmd+R	Ctrl+R
Reply to All in Message (replies to sender and to other email addresses in message)	Ctrl+Shift+R	Cmd+Shift+R	Ctrl+Shift+R
Forward Message	Ctrl+L	Cmd+L	Ctrl+L
Edit as New (compose new email using the body and attachments of the selected message)	Ctrl+E	Cmd+E	Ctrl+E
Mark Message as Read	M	M	M
Mark Thread as Read	R	R	R
Mark All Messages in Selected Folder as Read	Ctrl+Shift+C	Cmd+Shift+C	Ctrl+Shift+C

MESSAGE COMPOSE SHORTCUTS

Command	Windows	Macintosh	Linux
Send Message Now	Ctrl+Enter	Cmd+Enter	Ctrl+Enter
Send Message Later	Ctrl+Shift+Enter	Cmd+Shift+Enter	Ctrl+Shift+Enter

COMPOSER SHORTCUTS

These shortcuts are available from Composer windows.

Command	Windows	Macintosh	Linux
Save Page	Ctrl+S	Cmd+S	Ctrl+S
Open File	Ctrl+O	Cmd+O	Ctrl+O
Close Page	Ctrl+W	Cmd+W	Ctrl+W
Find in Page	Ctrl+F	Cmd+F	Ctrl+F
Find Again	Ctrl+G	Cmd+G	Ctrl+G
Insert/Edit Link	Ctrl+L	Cmd+L	Ctrl+L
Increase Indent	Ctrl+[Cmd+[Ctrl+[
Decrease Indent	Ctrl+]	Cmd+]	Ctrl+]
Discontinue Text Styles	Ctrl+Shift+T	Cmd+Shift+T	Ctrl+Shift+T
Discontinue Link	Ctrl+Shift+K	Cmd+Shift+K	Ctrl+Shift+K
Select Row/Column	Ctrl+Drag	Cmd+Drag	Ctrl+Drag
Select Cells(s)	Ctrl+Click (drag to select block of cells, or continue clicking to select individual cells)	Cmd+Click (drag to select block of cells, or continue clicking to select individual cells)	Ctrl+Click (drag to select block of cells, or continue clicking to select individual cells)
Decrease Font Size	Ctrl+- (minus sign)	Cmd+- (minus sign)	Ctrl+- (minus sign)
Increase Font Size	Ctrl+= (equal sign)	Cmd+= (equal sign)	Ctrl+= (equal sign)
Text Style Bold	Ctrl+B	Cmd+B	Ctrl+B
Text Style Italic	Ctrl+I	Cmd+I	Ctrl+I
Text Style Underline	Ctrl+U	Cmd+U	Ctrl+U
Text Style Fixed Width	Ctrl+T	Cmd+T	Ctrl+T

HELP WINDOW SHORTCUTS

These shortcuts are available from Help windows.

Command	Windows	Macintosh	Linux
Open Help and Support Center within Navigator, Mail & Newsgroups, Composer, and Address Book	F1	Help Key	F1
Navigate Links within Content Pane (right pane)	Tab	Tab	Tab
Switch between Content Pane and Search/Contents/Index/Glossary (toggle)	F6	F6	F6
Navigate Index Terms (while Index Pane is selected)	Up/Down Arrow	Up/Down Arrow	Up/Down Arrow
Scroll Pane (Content, Table of Contents, or Index)	Up/Down Arrow	Up/Down Arrow	Up/Down Arrow
Expand/Collapse Table of Contents Tree Structure	Left/Right Arrow	Left/Right Arrow	Left/Right Arrow
Print Page	Ctrl+P	Cmd+P	Ctrl+P
Go Back to Previous Page	Alt+Left Arrow Key	Alt+Left Arrow Key	Alt+Left Arrow Key
Go Forward One Page	Alt+Right Arrow Key	Alt+Right Arrow Key	Alt+Right Arrow Key

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