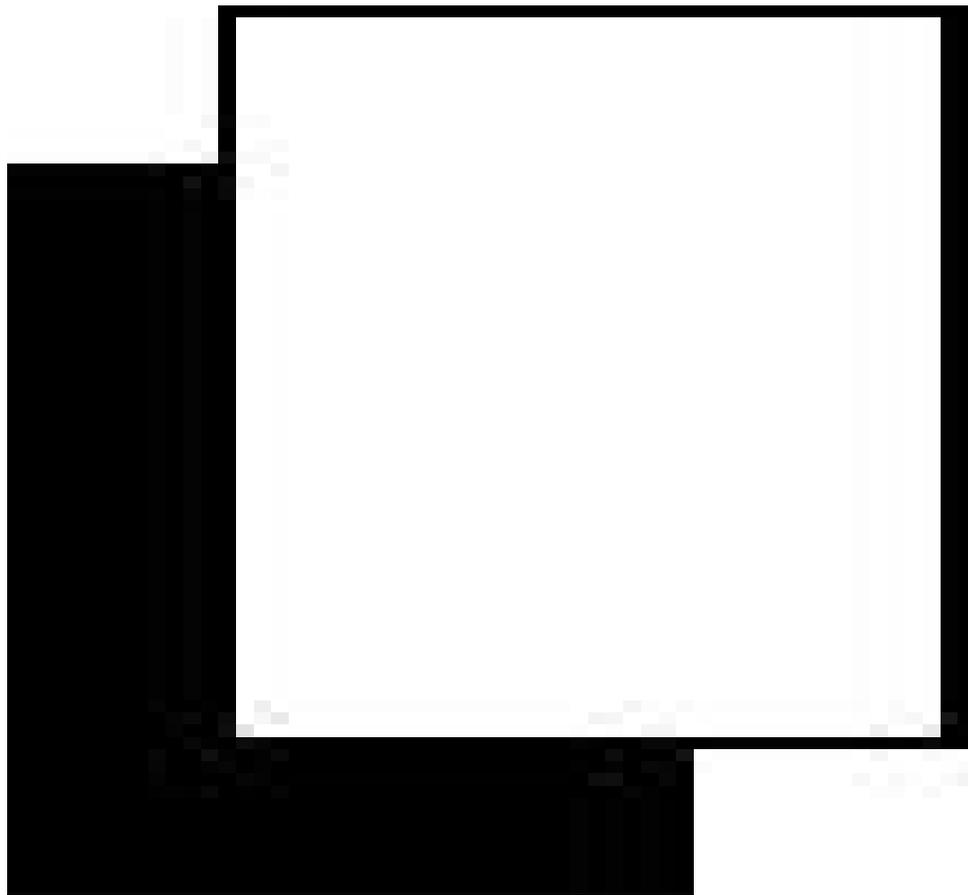


IR 499
Application of International Negotiation
Spring 1996

ICONS

Technical Handbook



Working Draft 1
3/5/96



© 1996 by the School of International Relations, University of Southern California. All rights reserved.

Technical writer/desktop publisher: Kathy Matthes

The ICONS Project Technical Handbook is published by the School of International Relations at the University of Southern California. Material from this publication may be reproduced without permission for educational purposes provided appropriate credit to the source is given. Inquiries should be directed to Kathy Matthes, Technical Consultant, School of International Relations, University of Southern California, VKC 330, Los Angeles, CA 90089-0043 or by email at matthes@bcf.usc.edu.

Getting Started i

Introduction 1

Part I: Basic Internet Skills

1. Unix Account Login and Logout 2

2. Using Pine 1: Sending Email 3

3. Using Pine 2: Reading, Printing, Saving, and Forwarding Email 4

4. Using Pine 3: Managing Your Mailbox 6

5. Using Pine 4: Email Address Book 7

6. File Transfer 1: Uploading Files for Email 10

7. File Transfer 2: Downloading Files from Email 13

8. Telnet 15

9. File Transfer Protocol (FTP) 16

10. Gopher and Search Tools 18

11. World Wide Web 20

Part II: Simulation Procedures

13. Sending Polnet Email 22

14. Retrieving Polnet Email 25

15. Distributing Polnet Email 28

16. On-Line Conferences 30

Your technical consultant for IR 499: ICONS Project is Kathy Matthes. You can contact her in person in VKC 322, by phone at (213) 740-2130, or by email at matthes@bcf.usc.edu.

Getting Started

Since the majority of the work required for this class is conducted via the Internet and in the IR/POSC Computer Lab, you will need a USC Unix account and a IR/POSC Computer Lab permit.

Step 1: USC Unix Account

You must have your Unix account setup and active by the second class meeting!

Go to the University Bookstore, second floor, special orders desk, by the computer books, and purchase *The Primer* for \$4.95.

Complete the application form at the back of *The Primer* and give it to your technical consultant at least three days before the second class meeting.

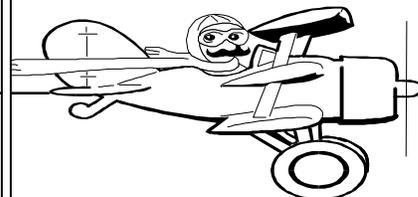
Your technical consultant will see that your account is set up and will notify you of your UserID and password in the second class meeting.

Attend the computer training sessions scheduled in the syllabus.

Step 2: IR/POSC Lab Permit

Complete and return the lab permit form to your technical consultant in the first class meeting.

Your lab permits will be distributed in the second class meeting.

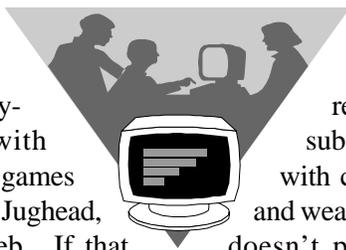


I ntroduction

Welcome to the ICONS Project!

Most of the work you will do for this class will be done on the computer in the IR/POSC Computer Lab using the Internet. If you are already at home on the Internet, this class will help you hone your skills. If you are new to Cyberspace, don't worry! Computer training is an important part of this class.

The *ICONS Technical Handbook* is designed to help you navigate through the charted (and mostly uncharted) territories of Cyberspace. Yep, you're going to be spending a lot of time there communicating with your fellow U.S. team members and negotiating with the counter-teams via electronic mail. You'll be scrounging around the Internet for policy-relevant research materials, associating with subterranean rodents (go-phers), playing word games with comic book characters such as Veronica and Jughead, and weaving your way through the World Wide Web. If that doesn't pique your curiosity, you'll also be hob-nobbing with Greek deities, Artemis and Apollo, at the University of Maryland!



WARNING! This handbook is NOT a training manual! You must attend the hands-on computer training sessions to learn how to use Email, FTP, Telnet, Gopher, World Wide Web, and the ICONS Polnet II software. Once you have completed the training sessions, this handbook will take you step-by-step through the various tasks required to do your research, to communicate via email, and to conduct on-line conferences. The rest is up to you! Cyberspace is waiting . . .

This handbook will remind you how to:

- Use Host Presenter to Telnet to USC SCF and Artemis.
-  Use Pine to read, send, print, save and forward email.
- Use Wordperfect for Windows 5.2 to create ASCII files.
-  Use WS-FTP to upload and download ASCII files to USC SCF.
- Use WS-FTP to transfer files to Artemis.
-  Use Notebook to print Polnet email for the ICONS notebook.
-  Use Pine to send Polnet messages to all U.S. Team members.
-  Use Gopher, Telnet, FTP and WWW to find research data.

Just the Facts . . .

CYBERSPACE is a word coined by sci-fi/writer William Gibson in his novel, *Neuromancer*, and refers to a near-future computer network where users mentally traveled through matrices of data. It now means the universe of computers that one can inhabit as a virtual reality.

ELECTRONIC MAIL (EMAIL) is similar to regular postal mail, except it is done electronically.

PROTOCOL is a set of rules for how computers act when talking to each other.

FTP (file transfer protocol) is a commonly used protocol for transferring files from one computer to another.

TELNET is an protocol that allows you to log into another computer system and use it as if you were sitting at that computer.

GOPHER is a menu-based system for tunneling through the Internet.

WWW (World Wide Web) is a hypertext-based system for finding and accessing Internet resources that may include text, graphics, sound and video.

VERONICA is a service that allows you to search all Gopher sites for resources by keywords.

JUGHEAD is a program that allows you to search menu listings on the USC Gopher.

Unix Account

Login and Logout

This section is a reminder for how to:

Use Host Presenter-Telnet to log in to your Unix account.
Logout of Unix and Exit Host Presenter-Telnet.

Reminder 1

Use Host Presenter-Telnet to log in to your Unix account

1. From the Network Information Tools group, double-click on the Host Presenter-Telnet icon.
2. You will see the “Open Session” window. In the “Host” box (top) type: girtab (or other SCF host name).
3. Click on the “open” button, or press <Enter>.
4. Login to your Unix account using all lower case letters.

login: **type your UserID**
password: **type your password**

5. If your login is successful, you will see the system prompt:
ex: girtab.usc.edu(1):

Reminder 2

Logout of Unix and Exit Host Presenter-Telnet

1. To logout of your Unix account, at the Unix prompt, type: **logout** (all one word, all lower case letters).
2. To exit Host Presenter-Telnet, at the session window, click on the “cancel” button. Click on the File menu, and then on “Exit.”

Email Etiquette (or Netiquette)

Electronic mail differs from other means of communication in that it combines the speed and ease of face-to-face or telephone conversation with the permanence of a letter. It is understandable that problems have arisen through careless use of this efficient tool. For instance, the lack of non-verbal indicators such as facial expressions, gestures, and tone of voice used to modify the meaning of what we say can lead to serious misunderstanding. The speed with which we can dash off a reply means that we sometimes don't think carefully about what we are saying or how we are saying it. To avoid misunderstanding, you should read and compose electronic messages with these hazards in mind. Also, absolute privacy cannot be guaranteed in a network environment. Discretion and good judgment are important when you compose email.

Source: *Academic Computing at USC*, page. 28

Just the Facts . . .

UNIX: (*you-nix*) A 32-bit, multi-user, multi-tasking operating system common to networked computing environments and the dominant system used on the Internet. It's interface is command-based rather than graphical (icons and mouse navigation).

HOST PRESENTER/TELNET: A winsock application program that enables you to connect from a local computer (the IR/POSC Lab computers) to a host computer (your Unix account computer) using the Telnet protocol.

STUDENT COMPUTING FACILITY (SCF): A group of networked computers, running the Unix operating system, where student accounts are located—aludra, phakt, castor, alcor, mekab and girtab.

LOGIN: A username for an account on a computer system.

USERID: The part of your full email address to the left of the @ sign:
smith@scf.usc.edu



UNIX CASE SENSITIVITY: The Unix operating system is case sensitive when interpreting commands and files names. Upper and lower case letters each mean something different to Unix. Commands should be typed in lower case unless otherwise indicated. Be careful never to log in using caps. If you do, Unix will upcase everything you type and, therefore, not recognize any of your commands.

LOGOUT: To end a session and disconnect from a computer or network.

Using Pine - 1

Sending Email

This section is a reminder for how to:

Access the Pine mail program.
Use Pine to compose, spell check, and send email messages.

Reminder 1

Access the Pine Mail Program

1. Login to your Unix Account.
2. At the Unix prompt, type: **pine**.
3. You will see the Pine main menu.

Reminder 2

Use Pine to compose, spell check and send email

1. At the Pine Main Menu, choose the “compose” option.
Type: C or
Use the arrow keys to highlight “Compose” and press <Enter>.
2. Fill in the header:

TO: email address of person(s) sending message to
Cc: email address of person(s) you want to receive
a copy of this message
Attchmnt: (leave blank)
Subject: a one-line description of message topic.

NOTE: if sending to more than one person, separate the email addresses by a comma.

3. Type in your message.
4. Run the spell checker. Type: ^T.
If the selected word is correctly spelled, press the <Enter> key to continue. If the selected word is incorrectly spelled, use the <Backspace> key to erase the word and then type the correct word.
5. Send the email message.
Type: ^X and confirm with y for “yes.” When the message is send, you will be returned to the Main Menu.

Just the Facts . . .

EMAIL (electronic mail) is the term used both as a name for the messages and for the process of carrying electronic messages from computer to computer. Email uses an Internet protocol called TCP/IP.

MAIL PROGRAM: The program that is used to read, reply to, forward, and save email. Common Unix mail programs include mail, elm, cmm and pine.

PINE: A Unix email program whose name stands for *pine is not elm*. Pine has a built in full-screen modeless editor (PICO), MIME support, and the ability to attach files.

HEADER: Located at the top of an email message as rows of information that include who the message is to, who it is from, when it was sent and what it is about.

EMAIL ADDRESS: An Internet address, usually in the following format:
username@host.subdomain.domain.
Ex: smith@aludra.usc.edu.

DOMAIN: The main subdivisions of Internet addresses, the last part of an Internet address after the final dot. In the U.S., the standard domains are:

.com	commerical
.edu	educational
.gov	government
.mil	military
.org	non-profit org.
.net	network

Outside the U.S., the top-level domain is usually the country domain, such as .ca for Canada, .de for Germany, and .uk for the United Kingdom.

Reading Email

This section is a reminder for how to:

- Read and reply to an email message.
- Print an email message.
- Forward an email message.
- Save an email message.



Reminder 1

Read and Reply to Email Messages

1. At the Pine Main Menu, choose the "Folder Index" option.
Type: **I** or
Use arrow keys to highlight "Folder Index" and press <Enter>.
2. Choose email message to read:
 - Use arrow keys to highlight message.
 - Type: **V** (to view message).
 - Read the message. Use the <Space> bar to see the next page, if required.

 - Type: **R** (to reply to the message).
 - Pine will ask if you want to include the original message in your reply. Type: **y**.
 - Pine will automatically put the return address in the TO: part of the header.
 - Pine will put the cursor in the Message section of the message, with the original message below it.

 - Type in the person's first name and a comma.
 - Use the arrow keys to move down below the message and reply to it.
 - Run the spell checker if desired (**^T**).
 - Send the message (**^X**).

Network Ethics

Email and network users at USC should be aware that there is a code of ethics for users of networked computers to protect the rights and intellectual property of other users and to maintain the integrity of the connected systems. Computer and network misconduct is a serious violation of academic values and some acts of misconduct are subject to criminal and civil law. All USC computer users are expected to respect the rights and property of others, and willful misconduct will be prosecuted by law and by the Office of Student Conduct at USC.

Just the Facts . . .

NOTE: If you have not configured Pine to print to your local computer, do the following:

From the Main Menu, type: **S** (for Setup).

Type: **P** (for printer setup).

Type: **1** (for printer attached to your local computer).

You will not have to repeat this procedure each time you use Pine.

FOLDER INDEX: Displays a summary caption for each message in the open folder. The message that is highlighted is the "Current" message. Commands available from this screen (e.g. View, Reply, Forward, Delete, Print, and Save) apply to the current message.

STATUS: The markings on the left side of the message tell you what its status is. You may see one or more of the following codes on any message:

"D" for Deleted. You have marked this message for deletion but have not yet eXpunged it.

"N" for New. You have not looked at the text of the message yet.

"A" for Answered. When you reply to a message it is considered to be answered.

"+" for direct-to-you. The "+" indicates that a message was sent directly to your account, your copy is not part of a cc: or a mailing list.

"*" for Important. You have previously used the "Flag" command to mark this message as "important".

Reminder 2

Print an Email Message

1. To print a message:
 - Use the arrow keys to highlight the message.
 - Type: **O** (for Other Commands) to find the command for printing.
 - Type: **Y** (to print message) and type: **y** to confirm.
 - Type: **O** (for Other Commands) twice to return to main selections.

Reminder 3

Forward an Email Message

1. To forward a message.
 - Look at the command list at the bottom of the screen to find the command to forward the message.
 - Type: **F** (to forward).
 - In the TO: part of the header, type the email address of the person to whom you want to forward the message.
 - Use the arrow keys to move to the Message section.
 - Type the person's name and a comma.
 - Explain why you are forwarding this message.
 - Spell check (^T) if required.
 - Send the message (^X).

Reminder 4

Save an Email Message

1. To save a message:
 - Use the arrow keys to highlight the message.
 - Type: **O** (for Other Commands) to find the command to save a message.
 - Type: **S** (to save the message).
 - Type: <Enter> to put the message in your "saved-messages" folder, or create a new folder by typing in the name of the new folder.
 - The saved message will be copied to the appropriate folder and then marked for deletion in your INBOX folder.
 - Type: **O** (for Other Commands) twice to return to main selections.
 - Type: **M** (to return to the Main Menu).

Just the Facts . . .

REPLY AND FORWARD: Replying (R) and Forwarding (F) are two alternatives for answering your email messages. Use "reply" if you want to send email back to the author of the message and/or the other people who have already seen it. Use "forward" if you want to send the message to someone who has not yet seen it.

SAVE: One of two alternatives for keeping a copy of your messages. Your messages are automatically saved in your INBOX until you expunge them. However, you may want to save messages to other folders to keep the number of messages in your INBOX down to a minimum. Use the SAVE command to move messages to the "saved-messages" folder, or create a new folder.

EXPUNGE: Removes all messages marked for deletion. Messages marked with a "D" are not deleted from your folder until you expunge them. Once expunged, they are permanently gone.

CONTROL KEY: Many commands in Pine use a combination of the Control Key and a letter. A caret (^) indicates the use of the Control Key.

DON'T USE THE <ENTER> KEY: Most of Pine's commands are given with a letter or the Control Key and a letter. Do not hit the <Enter> key after typing these commands.

REPAINTING THE SCREEN: If you experience line noise and your screen is not displayed correctly, use the Ctrl-L command to repaint your screen.

Managing Your Mailbox

This section is a reminder for how to:

- Select a folder.
- Delete, print or save messages in selected folder.

Reminder 1

Select a Folder

- From the Main Menu, type: **L** or highlight “Folder List” and press <Enter>. You will see:

```
Folder-collection <home/scf-02/username/mail/[ ]> **Default for Saves*
```

[Select Here to See Expanded List]

```
News-collection <Subscribed-Groups> ...
```

[Select Here to See Expanded List]

- The first [Select . . .] should be highlighted. Press <Enter>.
 - You will see the names of folders (default folders are Inbox, sent-mail, and saved-messages).
 - Use the arrow keys to highlight the folder to manage.
 - Type: **V** (to view folder).

Reminder 2

Delete, print or save messages in selected folder.

- You may print, save or delete messages using these commands:
 - To delete messages, highlight each message to be deleted and type: **D** for delete.
 - When done marking, type: **X** (to expunge the messages).
 - To print messages, highlight each message to be printed and type: **Y** to print and **y** to confirm.
 - To save messages, highlight each message to be saved and type: **S** to save. Type: **Y** if you want to save it to the “saved-messages” folder, or type in a new folder name to create a new folder.

Just the Facts . . .

FOLDER LIST: Displays your message folders and allow you to open (view) a new one, or manage your folders using the Rename, Delete, and Add commands. The status bar shows information about the current folder.

FOLDERS: Files where messages are kept. Every message has to be in a folder. Initially, you have three folders: INBOX (for incoming email), Sent-mail (for all outgoing email) and Saved-messages (for messages you have moved from your INBOX).

CREATING FOLDERS: You may create new folders in which to save your messages. They must be given names that can be filenames on the Unix system.

MOVING BETWEEN FOLDERS: You can move messages from one folder to another by opening the original folder and saving messages into the other folder just as you would save messages from your INBOX to any other folder.

OTHER COMMANDS:

A = Add a folder

G = Specify a folder to go to

I = Show FOLDER INDEX of current folder

W = Whereis (search folder names)

Y Print folder listing

Email Address Book

This section is a reminder for how to:

- List individuals in your address book.
- Create a distribution list (mailing list).
- Manage your address book.
- Use the address book or aliases to address email messages.

Reminder 1

List Individuals in Your Address Book

1. At the Pine Main Menu, choose the "Address Book" option.
Type: **A** or
Use arrow keys to highlight "Address Book" and press <Enter>.
2. To add individuals to your Address Book, type: **A** (for Add).
You will be prompted to fill in the following information:

New full name (Last, First):
Enter new nickname (one word and easy to remember):
Enter new email address:

Do this for each person you want to record in the Address Book.

PINE 3.91	ADDRESS BOOK	Folder: INBOX 3 Messages
Kathy	Matthes, Kathy	matthes@bcf.usc.edu
SimCom	Kaufman, Joyce	kaufmanj@cerfnet.com
? Help M Main Menu P PrevEntry - PrevPageD Delete S CreateList O Other Cnds E [Edit] N NextEntry Spc NextPage A Add Z AddToList		

Reminder 2

Create a Distribution List

2. To create a distribution list, type: **S** (CreateList). You will be prompted to fill in the following information:

Long name/descriptions of new list: **ICONS**
Enter list nickname (one word): **ICONS**
Enter 1st address (enter the full email address for each U.S. team member).
Press <Enter> instead of typing another email address when done.

Just the Facts . . .

ADDRESS BOOK: A feature in the Pine mailer where email address can be listed for individuals (as in a phone book) and for distribution lists (an electronic mailing list).

REQUIRED FIELDS: Three required fields for individual entries are:

NICKNAME: A one-word label to identify the person.

FULLNAME: The full name of the person or organization, which are entered last name first so they sort in alphabetical order.

ADDRESS: The actual email address itself. This must be a valid Internet address that conforms to the Internet DNS standard.

OPTIONAL FIELDS:

FCC (Folder Carbon Copy): You can save a copy of any outgoing message to this address in a folder name entered in this section.

COMMENTS: This field contains arbitrary text for your convenience.

Due to screen width limitations, these last two fields do not show up in the normal ADDRESS BOOK display. You must select the "Edit" command to view or modify them.

DISTRIBUTION LIST: A simple form of mailing list in which an alias is assigned to list of email addresses. Mail directed to the alias is sent to every address on the list.

PINE 3.91 ADDRESS BOOK Folder: INBOX

ICONS ICONS DISTRIBUTION LIST:
jcleary@scf.usc.edu
jeffwlee@scf.usc.edu
jmalone@scf.usc.edu

? Help M Main Menu P PrevEntry - PrevPage D Delete S CreateList
O Other Cmds E [Edit] N NextEntry Spc NextPage A Add Z AddToList

Reminder 3

Manage Your Address Book

1. To edit your address book:

Use the arrow keys to highlight the individual or distribution list entry to be edited.

Type: **E** (for edit).

At the bottom of the screen you will see a list of fields to edit. Type the corresponding letter.

Use the <backspace> key to delete incorrect information and type in the correct information.

Do this for each field you want to edit.

2. To print your address book list:

Type **O** (for Other Commands) to find the command for printing.

Type **Y** to print and **y** to confirm.

3. To delete entries from your address book list:

Use the arrow keys to highlight the entry you want to delete.

Type **D** to delete and **y** to confirm.

Reminder 4

Use Address Book or Aliases to Address Email Messages

1. At the Pine Main Menu, choose the “Address Book” option.

Type: **A** or

Use arrow keys to highlight “Address Book” and press <Enter>.

2. Using the arrow keys, highlight the name of person (or the distribution list) to whom you want to send email.

Just the Facts . . .

PINE DISTRIBUTION LISTS:

Each list has a nickname, a full name and a list of addresses. Addresses may be normal email addresses or they may even refer to other distribution lists.

ALIAS:

An abbreviation for an email address stored in a mail program (such as Pine), allowing the user to type or select the shorter alias name instead of the full email address when addressing email.

NICKNAME:

An alias or address book entry in some email programs, such as Pine.

OTHER COMMANDS:

E Edit selected entry
A Add a single entry
D Delete selected entry
Y Print address book

DELETE (D)

will delete a single address from the list if the cursor is placed on the address; it will delete the entire distribution list if the cursor is on the nickname fullname line.

FCC and COMMENTS:

Each entry in the address book also has two optional fields, fcc and comments. To look at or edit either of these, use the Edit command (E). The comments field is just for your own use. The fcc field overrides the default fcc if this address is the first one on the To line.

WHEREIS:

This command may be used to search for particular strings in the address book, including the comment and fcc fields.

- Type: **C** (to compose a message).
- Pine will automatically open a new message and insert the email address in the **TO:** part of the header.

OR

- From the Main Menu, type: **C**, or highlight “Compose,” to open a new message.
- In the **TO:** part of the header, type the alias name (nickname) of the person (or distribution list) to whom you want to send email.

Note: When using the alias name (nickname), the person (or distribution list) must be listed in your address book.

3. Complete the message and sent it (^X).

Just the Facts . . .

PINE HELP: Pine help is context-sensitive--each screen you use will have its own help text, explaining the choices available for that screen.

Choosing Help from the Main Menu (?) will not only describe the specific commands available from the Main Menu, but also provide an overview of Pine operation.

SETUP COMMAND: Unless it has been administratively disabled, you can set or unset various features. The **SETUP COMMAND** (available only from the **MAIN MENU**) prompts you for one of several configuration screens, including the **SETUP CONFIGURATION** screen, by which you may activate optional Pine features.

CONFIG HELP: When you choose the **CONFIG** option, you will see a list of features that you can modify. **BEFORE** you change any feature, use the context-sensitive help system. Highlight the desired feature and then press “?”. The purpose of the feature will be explained as well as the various options and their outcomes. Follow the directions to change that feature.

TAKE ADDRESS: Extracts an email address from an incoming message and saves it in the Pine address book. If the message is addressed only to you, then you only need to provide a nickname. If the message has more than one recipient or an email list involved, then an address selection screen will allow you choose the address you want to save, or add several of them to a personal address list.

USC UNIVERSITY COMPUTING SERVICES Account Usage Policies

User Account Access

Users should not give access to their account in any way to any other person. This means users should not give their password to a friend, allow remote, passwordless logins to their account, or log someone in and then let them use the account. This applies equally to all UCS supported machines connected to the main campus network.

If UCS determines that access to an account has been compromised, the account may be disabled for security reasons.

Users are responsible for all actions performed by their account. If a user has any knowledge of use by another party, not only is he/she in violation of this policy, but he/she is responsible for any actions taken by the unauthorized user.

Uploading Files for Email

This section is a reminder for how to:

- Use Wordperfect to create an ASCII text file.
- Use WS-FTP to upload an ASCII file to your Unix account.
- Use Pine to insert the ASCII file into an email message.

 You will need a 3.5" floppy disk

Reminder 1

Use Wordperfect to create an ASCII text file

1. In the Wordperfect group, double-click on the WPwin icon.
2. Type your message. Do not add formatting commands (i.e., fonts, underlining, bold face, etc.).
3. Make sure your floppy disk is in Drive A. Click on the File menu and choose Save.
4. Set the configurations for ASCII text and floppy Drive A.

Destination drive = a:
File type = ASCII Text (or DOS Text)
Name = name file in DOS file name format.

5. Click on the OK button.
6. Click on the File menu and choose Exit to quit Wordperfect.

Reminder 2

Use WS-FTP to upload an ASCII file to your Unix account

1. In the Network Information Tools group, double-click on the WS-FTP icon.
2. You will see the "Session Profile" window. Click on the "new" button.
3. Fill in the following information:

(NOTE! Do not use the <Enter> key to move between the boxes; use the <Tab> key or click in each box.)

Just the Facts . . .

ASCII (American Standard Code for Information Exchange), pronounced as-kee, is a numeric encoding of text characters. For your purposes, think of it as generic text without formatting. When you save a file in Wordperfect for instance, program codes are embedded in the file that make it uniquely a Wordperfect file. Saving a file as an ASCII text file strips away all the program coding and leaves plain text.

ASCII files are important because many programs cannot read other program's files, but almost all programs can read an ASCII file. For example, you cannot insert a Wordperfect file into a Pine email message--Pine does not know how to read Wordperfect codes. You will see garbled characters on the screen instead of your message.

If you want to type a message on a wordprocessor and then later send it as an email message, always convert the file to ASCII text before uploading it and inserting it into your email message.

DOS FILE NAMES must not exceed 11 characters (8 characters with an optional dot extension of three characters). Names cannot contain spaces or any of the following characters: * ? / \ | . , ; + = { } [] & ^ < >

You can add a three-character file extension to file name by adding a period (.) and three more characters (e.g., NAFTA.txt).

UPLOAD: Transfer a file from a local computer (e.g., IR/POSC Lab computer) to a host computer (e.g., SCF Unix computer).

Host name: **girtab.usc.edu** (or other SCF host name)
Host type: **(leave on auto)**
UserID: **Your Unix account UserID**
Password: **Your Unix account password**

4. Click on the “save” button.
5. Click on the “Profile Name” arrow. Click on girtab.usc.edu (or the SCF host name you entered above). Click on the “OK” button to the right.
6. You will see the transfer screen with two windows: local system (left) and remote (right). You should see connection information in the lower left corner of the screen.
7. Click on the radio button marked “ASCII” below the “local system” window.
8. Double-click on the **a:** to change the drive on the “local” system to the A drive. You will see a list of files located on the floppy disk in the “local” window if the disk contains files. You should see files located on your Unix account directory in the “remote” window.
9. Click on the file name in the “local” window that you want to transfer to your Unix account directory (to highlight more than one file name, hold down the <Shift> key and click on each file name).
10. Click on the arrow pointing to the right, located in between the “local” and “remote” system windows. You should see the file transfer window as the file transfers.
11. When the transfer is complete, click on the “refresh” button on the “remote” system window to verify that the file was transferred.
12. Close the FTP connection to Unix by clicking on the “close” button (far left, bottom of screen). Exit WS-FTP by clicking on the “exit” button (far right, bottom of screen).

Reminder 3

Use Pine to insert the ASCII file into an email message

1. In the Network Information Tools group, double-click on the “Host Presenter-Telnet” icon to Telnet to your Unix account.
2. You will see an “Open Session” window. In the “Host” box (top), type: girtab.usc.edu (or other SCF host name).

Just the Facts . . .

WS-FTP SCREEN DESCRIPTION:

The left half of the main window is the local information. The right half of the main window is the remote information. Each side of the main window has two boxes of lists. The upper box is a list of directories and the lower half is a list of files. Just to the right of the two file list boxes are a column of buttons.

SETTING UP A PROFILE

PROFILE NAME: The name used to identify the connection you are creating.

REMOTE HOST NAME: This is either a fully qualified Internet host name (such as aludra@scf.usc.edu) or an IP address (such as 128.125.253.134).

REMOTE HOST TYPE: If you know the host type, select it from the drop down list. If not, use “auto detect.”

USERID: Enter the userid that you wish to use for this profile.

PASSWORD: Enter the password you wish to use for the userid that you entered for this profile.

ACCOUNT: If the remote host requires an account name, enter it here.

ANONYMOUS: If you do not have an account on the profile host computer, you will need to do an “anonymous FTP.” Normally, the userid is the word “anonymous” and the password is your full email address. Most FTP sites support anonymous logins.

3. Login to your Unix account.
4. At the Unix prompt, type: pine.
5. At the Pine Main Menu, Press “C” to compose a message.
6. Fill in the header portion of the message.
7. Move the cursor down to the text area of the message.
8. To insert your uploaded file into the email message, type: ^R (control key + R). To see a list of available files, type: ^T (control + T).
9. Highlight the file name to insert and type: s (select). You will see the selected file scroll across the screen in the email message.
10. When the file is inserted into the email message, complete any editing or additional typing and send the file (^X).
11. To end your Pine session, type: q.
12. Logout of your Unix account (at the Unix prompt, type: logout).
13. To close your Host Presenter session, click on the “close” button. Click on the File Menu and the Exit.

Hacking

While UCS encourages the use of computing resources for personal development and exploration, it does not condone the practice of “hacking” where users attempt to compromise computer security.

Engaging in any activities designed to intentionally compromise computer security at any site, be it USC or elsewhere, will not be tolerated, and any evidence of such activity will result in corrective action by UCS.

The actions taken by UCS in these matters include, but are not limited to, the disabling or termination of computer accounts of all involved parties, a report to the USC Student Conduct office for appropriate academic action, and/or civil or criminal charges.

Sending harassing or offensive electronic mail and/or sending forged electronic mail is a violation of UCS computing policies and will be subject to corrective action.

Just the Facts . . .

READ FILE (^R): This command allows you to import text from an existing file into an email message. You will be prompted for the name of a file to be inserted into the message. The file will be inserted where the cursor is located in the email message.

TO FILES (^T): Use this command to browse the list of files in your Unix account to find the file you want to import into your email message. The file can be one you have either created with a Unix text editor (such as Pico or Emacs) or one you have uploaded to your Unix account. The file must be located in your Unix account directory for Pine to insert it into an email message.

NOTE: If you know the name of the file you want to insert, you do not need to type ^T to list the file names. After you type ^R, simply type in the file name you want to insert.

JUSTIFY (^J): This command re-formats the text in the paragraph the cursor is in. Paragraphs are separated by one blank line. This is useful when you have been editing a paragraph and the lines become uneven.

MARK, CUT, AND PASTE: You can define a block of text, which can be deleted or copied as a unit, by setting a mark at the start of the block (Ctrl-^) and then moving the cursor to the end of the text block. You can then “cut” the block out (^K), move the cursor, and “paste” it (^U) in the new location.

Downloading Files From Email

This section is a reminder for how to:

Export the file from Pine to your Unix account.
Use WS-FTP to download the file to your floppy disk.
Use Wordperfect to print the file.



You will need a 3.5" floppy disk.

Reminder 1

Export the file from Pine to your Unix account

1. Login to your Unix account. At the Unix system prompt, type: pine.
2. Type: I (for folder index) or highlight I and press <Enter>.
3. Highlight the message you want to export. (Type: V to view the message if necessary).
4. Type: E (to export the email message to your Unix directory). You will be asked to give the message a name. Use DOS rules.
5. Type: Q to exit pine.
8. At the Unix prompt, type: logout (to logout of your account).
9. Click the "Cancel" button in the Host Presenter-Telnet window.
10. Click on the File menu and then choose Exit.

Reminder 2

Use WS-FTP to download the file to your floppy disk

1. In the Lan Workplace group, double-click on the WS-FTP icon.
2. In the "Session Profile" window, click on the "new" button.
3. Fill in the following information:

Host name: **girtab.usc.edu (or aludra or phakt)**
Host type: **(leave on auto)**
UserID: **Your Unix account UserID**
Password: **Your Unix account password**

Just the Facts . . .

EXPORT: Move a file out of one program and into another. Since you are not able to download a file directly from Pine, you need to export it to your Unix directory. The original message still resides in your Pine mailbox; the message is converted to an ASCII file and exported to your Unix directory.

DOS FILE NAMES must not exceed 11 characters (8 characters with an optional dot extension of three characters). Names cannot contain spaces or any of the following characters: * ? / \ | . , ; + = { } [] & ^ < >
You can add a three-character file extension to file name by adding a period (.) and three more characters (e.g., NAFTA.txt).

4. Click on the “save” button.
5. Click on the “Profile Name” arrow. Click on girtab.usc.edu (or whatever SCF host name you entered above).
6. Click on the “OK” button to the right.
7. You will see the transfer screen with two windows: local system (left) and remote (right).
8. Click on the radio button “ASCII” below the “local system” window.
9. Change the drive on the “local” system to A.
10. In the “remote” window, you should see files located on your Unix account directory.
11. Click on the file name in the “remote” window that you have exported and want to transfer to your Unix directory.
12. Click on the arrow pointing to the left, located in between the “local” and “remote” system windows. You should see the file transfer window as the file transfers.
13. Close the FTP connection to Unix by clicking on the “close” button (far left, bottom of screen). Exit WS-FTP by clicking on the “exit” button (far right, bottom of screen).

Reminder 3

Use Wordperfect to print the file

1. In the Wordperfect group, double-click on the WPwin icon.
2. Make sure your floppy disk is in Drive A. Click on the File menu and choose Open.
3. Choose the A: drive. Click on the file name. You will be asked if the ASCII file format is okay; click on the “YES” button.
4. Do any editing or formatting you desire.
5. Click on the File menu and choose Print.
6. Click on the Print button at bottom of print menu screen.
7. When done sending job to the printer, click on the File menu and choose Close (file).
8. Click on the File menu and choose Exit to quit Wordperfect.

Just the Facts . . .

NOTE: To transfer more than one file, highlight the first file name, scroll down to the last file name in a consecutive series, hold the <Shift> key and click on the last file name that you want to transfer. If file names are not successively listed, you must select and transfer each file separately.

NOTE: You can also do a quick print of the file while you are still in WS-FTP.

1. In the Local window, click on the file name you want to print.
2. Click on the View button to the right. You will see the text on the screen via the Windows Notepad program (and ASCII text editor).
3. Click on the File Menu and choose Print.
4. After the file has spooled to the printer, click on the File Menu and choose Exit to quit the Notepad program.
5. Do this for each file you want to print from WS-FTP.

Telnet

This section is a reminder for how to:

Use Host Presenter-Telnet to connect to Telnet sites.

Reminder 1

Use Host Presenter-Telnet to connect to Telnet sites

1. When you locate a telnet site, gather the following information: Telnet address, login name and password.
2. In the Network Information Tools group, double-click on the Host Presenter-Telnet icon.
3. You will see the “Open Session” window. In the “Host” box (top) type the Telnet address.

NOTE: If the Internet address is listed in URL format, the telnet address it is located after the “telnet://” and before any forward slashes (/) indicating directories. For example:

URL = telnet://info.umd.edu/Education resources/Economic data
The telnet address is: info.umd.edu

URL addresses are used with World Wide Web browsers such as Netscape. Host Presenter-Telnet cannot use URLs.

4. If required, login to the system using the login name and password indicated either in the Telnet address source listing or on the system’s initial screen.
5. Follow the system’s menus to locate your desired information.
6. If possible, email the information to yourself.
7. When you are done, logout of the system (usually quit or exit—or type ^] if you can’t find your way to the quit menu).
8. To quit Host Presenter-Telnet, click on the “Cancel” button. Click on the File menu and choose Exit.

Just the Facts . . .

TELNET is a tool that allows you to connect to and use another computer on the Internet.

LOGIN AND PASSWORDS are often required at Telnet sites and are generally words like “guest.” Check the source of your address information for login and password names.

VT100 is the terminal type you enter if requested before, during or after login.

PORT NUMBERS are sometimes included in the Telnet address and it is important that you include it as part of the address when you type in the host name in Host Presenter. A Telnet address with a port number would look like this:
artemis.umd.edu 7001

IP NUMBERS are not always listed, but every Telnet address has one. Either the IP number or the IP address can be used as the host name. For example: the IP number for the Environet telnet site is 128.183.104.16; the IP address is: envnet.gsfc.nasa.gov.

WHEN ALL ELSE FAILS . . . ^] (control key, right bracket key) is your security blanket during Telnet sessions. If you get stuck, ^] will usually disconnect you.

COMMAND LINE TELNET: You can also access Telnet directly from your Unix account if you don’t have access to Host Presenter. At your Unix prompt, type:
telnet *IP address*
When you are done with your Telnet session, at the Telnet prompt, type: quit.

File Transfer Protocol (FTP)

This section is a reminder for how to:

- Locate FTP address information.
- Use WS-FTP to connect to FTP sites.
- Browse directories and ftp files to your local computer.

Reminder 1

Locate FTP site listings and FTP address information

1. When you locate a site, gather the following information:

- FTP address: (ex: ecix.doc.gov or ftp.stat-usa.gov)
- Login name: (usually “anonymous”)
- Password: (usually your email address)
- The subdirectories where the information is located.

NOTE: If the address is listed in URL format, it is located after the telnet:// and before any forward slashes (/) indicating directories. For example:

URL = ftp://library.ncsu.edu/pub/ncsu/senate
The ftp address is: library.ncsu.edu

Reminder 2

Use WS-FTP to connect to FTP sites

1. In the Network Information Tools group, double-click on the WS-FTP icon. You will see the “Session Profile” window. Click on the “new” button.
2. Fill in the following information:
(NOTE! Do not use the <Enter> key to move between the boxes; use the <Tab> key or click in each box.)

- Host name: **the FTP address**
- Host type: **(leave on auto)**
- UserID: **anonymous**
- Password: **your full email address**

NOTE: If the FTP address has a **port number**, before you save the entry you must click on the “Advanced” button and fill in the port number. Click on the OK button; you will be returned to the first screen.

Just the Facts . . .

ANONYMOUS FTP is the most usual method of providing information to the public. Unless the ftp site listing indicates a specific login name and password (and this does occur), you can assume that it is an anonymous ftp site.

The **LOGIN NAME** is the actual word “anonymous” and the **PASSWORD** is usually your full email address. For example:

VT100 is the terminal type you enter if requested before, during or after login.

FTP ADDRESSES may or may not include the letters “ftp” in the address. When this occurs, the address will have the letters “ftp” followed by a dot and the address.

For example, if the address was ftp.stat-usa.gov, you would type: ftp.stat-usa.gov as the host name in WS-FTP.

PORT NUMBERS are sometimes included in the FTP address and it is important that you use it. An FTP address with a port number would look like this:
artemis.umd.edu 7001

IP NUMBERS are not generally listed, but every FTP address has one. Either the IP number or the English equivalent IR address can be used as the host name. The IP number for ftp.fedworld.gov is 192.239.92.205.

WHEN ALL ELSE FAILS . . . ^] (control key, right bracket key) is your security blanket during FTP sessions. If you get stuck, ^] will usually disconnect you.

4. Click on the “save” button.
5. Click on the “Profile Name” arrow. Click on the name of the entry you just created. Click on the “OK” button to the right.
6. You will see the transfer screen with two windows: local system (left) and remote (right). You should see connection information in the lower left corner of the screen.
7. Double-click on the **a:** to change the drive on the “local” system to the A drive, so your ftp’d files are transferred to the floppy disk. You should see directories listed in the top half and files listed in the bottom section of the “local” window, if present on the floppy disk.

Reminder 3

Browse directories and FTP files to your local computer

1. If the connection is successful, you should see directories listed in the top half and files listed in the bottom section of the “remote” system window.
2. If your FTP listing provided directory information, double-click on the directory words until you find the correct directory. Otherwise, browse the directories for the information you want.
3. Look at the list of files in the directories. To view text files, click on the file name and then click on the “view” button to the left. When you are done viewing the text, click on the File menu and then choose Exit.
(NOTE: Some text files may be too big for viewing.)
4. When you know which file you want to transfer, click on the file name (or highlight several files names to transfer at one time).
5. Determine if the file is ASCII text or a program file and set the radio buttons correctly. (Do not mix types if sending more than one file.)
6. Click on the arrow pointing left in between the local and remote windows to transfer the files. You should see the file transfer window as the file transfers.
7. Repeat numbers 2-6 above for all the files you want to transfer.
8. Close the FTP connection by clicking on the “close” button (far left, bottom of screen). Exit WS-FTP by clicking on the “exit” button (far right, bottom of screen).
9. Use a wordprocessor to print out the files.

Just the Facts . . .

DIRECTORIES are ways to categorize information. All FTP sites have files arranged in directories and subdirectories. You must navigate through the directories to find the files you want to transfer.

NETIQUETTE is the Internet word for net etiquette and refers to rules of general good behavior when using the Internet. Some points to remember are:

Keep connection times short, since most anonymous FTP archives are provided by the goodwill of the host institution and are usually housed on computers used for real work. FTP archives can be discontinued if too many people spend too much time on the system.

Use the search tool Archie to locate information so you don't spend a lot of time browsing.

If you must browse, download the index file, disconnect from the FTP site and reconnect later when you have found your information in the index.

Download after hours (remember time zone changes).

REMEMBER RADIO BUTTONS!

ASCII text files are plain text files and you must set the radio button to ASCII in WS-FTP to transfer them.

Binary files are program files. If you are transferring program files, you must set the radio button to “binary.”

Gopher & Search Tools

This section is a reminder for how to:

- Use WS-Gopher to access the School of IR's *IR-Related Internet Resource Directory*.
- Use Jughead to search the USCGopher menus.
- Use Veronica to search for topics in Gopher space.

Reminder 1

Use WS-Gopher to Access the *IR-Related Internet Directory*

1. In the Network Information Tools group, double-click on the WS-Gopher icon.

To navigate, double-click on a menu item. To go back a level, click on the 7th button in from the left. To go back to the USCGopher home page, click on the house icon.

To print a document, display the document on the screen and click on the printer icon, or click on the File menu and choose Print.

To save a document to disk, click on the floppy disk icon, or click on the File menu and choose Save Item. Select the A drive, name the file and click on the OK button.

To go to a Gopher location using the Internet address, click on the File menu and choose "New Gopher Item." You only need to fill in the URL at the bottom of the window.

2. To access the *IR-Related Internet Resource Directory*, double-click on the following menus:

- University Information
- Academic Departments
- School of Intenational Relations
- IR-Related Internet Resources
- School of IR Internet Resource Directory

3. Read "How to use this directory." Browse the directory for IR resources.

Just the Facts . . .

GOPHER: A client/server application that makes navigating and accessing Internet resources as easy as choosing an item from a menu list. Gopher clients can display text documents on screen, save them to a file and/or print them. Some Gopher clients allow you to email the document to yourself.

Gopher also allows you to perform FTP transfers and remote (telnet) logins as well as searches with indexing programs such as Jughead and Veronica.

GOPHER SERVER: An application that provides documents and menus to Gopher clients.

GOPHER CLIENT: The Gopher program that retrieves the menus and documents from the Gopher servers and displays them for you.

GOPHER SPACE: A conceptual space encompassing all of the menus and documents that can be reached via the interconnected system of Gopher servers on the Internet.

VERONICA: A service that allows you to search all Gopher sites for resources by keywords.

JUGHEAD is a program that allows you to search menu listings on the USC Gopher.

Reminder 2

Use Jughead to Search the USC Gopher Menus

1. In the Network Information Tools group, double-click on the WS-Gopher icon.
2. Double-click on the following menus:
How to Find Things on the Gopher
Search USCgopher by Menu Title (Jughead search)
3. You will see:
Search for document containing one or more of the following.

Type keywords for your search in the box and click on the search button. For example, type: international relations. You will get a list of all menu items on the USC Gopher that use those words.

4. Navigate through the menus to locate the information as usual. Repeat numbers 2-3 above if more searches are necessary.

Reminder 3

Use Veronica to Search for Topics in Gopher Space

1. In the Network Information Tools group, double-click on the WS-Gopher icon.
2. Double-click on the following menus:
How to Find Things on the Gopher
Search ALL gophers by keyword (Veronica search)
How to Compose veronica Queries
3. Read the directions. Back up a menu.
4. Choose one of the Veronica servers at the bottom of the menu.
5. You will see:
Search for document containing one or more of the following.

Type keywords for your search in the box and click on the search button. Veronica will build you a menu list of sites.

6. Navigate through the menus to locate the information as usual. Repeat numbers 4-6 above if more searches are necessary.

NOTE: Veronica servers are often overtaxed by users and you may get a "busy" signal. Choose another server site on the Veronica list and try again. If all else fails, try at a less congested time.

Just the Facts . . .

JUGHEAD SEARCH: This allows you search by keyword through all of the menus located on the USC Gopher server. It will produce a menu list with all items that match your keyword query.

VERONICA: A utility program that indexes the titles of all levels of menus for the majority of Gopher sites on the Internet. You enter a word or group of words and Veronica creates a custom menu of all titles of all menus throughout Gopherspace that match your query.

Like most programs, Veronica has some drawbacks. There are a limited number of servers offering this service and they are used extensively. Therefore, you often get a "busy" signal and have to try later. Because you are using an index search, you may get many repeated items in your custom menu list. Since many people use the service, it is often slow. However, it is a valuable resource when available.

World Wide Web

This section is a reminder for how to:

- Use Netscape to navigate the USCWeb.
- Use URLs to connect to Web sites.
- Use Net Search to do a subject search.
- Use Netscape for FTP, Telnet and Gopher.

Reminder 1

Use Netscape to Navigate the USCWeb

1. In the Network Information Tools group, double-click on the Netscape icon.
2. You will see the USC Home Page and the following categories:

- USC Information
- Academic Resources
- USC Showcase
- People at USC
- New, Help and Index buttons at bottom

To access the Netscape handbook and on-line tutorial, click on the Help menu (at the top right of the Netscape screen).

3. To use Netscape:

Click on text or graphic links or buttons.
(You can tell what is “hot” by moving the mouse over the graphics; if the arrow changes to a hand, it’s a link. Text links are usually in blue lettering and underlined.)

To backup to a previous page, click on the Back button.

To go to the USC Home Page, click on the Home button.

To print a Web page, click on the Print button.

To save a Web page to a file, click on the File menu and choose “Save As.” Select your directory and/or drive. If you want to save the text (without the HTML codes), choose “Plain Text” as the file type (lower left corner) instead of “Source.”

To stop a page from loading, click on the Stop button.

Just the Facts . . .

WORLD WIDE WEB: An Internet protocol (HyperText Transfer Protocol--HTTP) that retrieves and displays Web pages.

WEB PAGE: An HTML document that can incorporate text, graphics, sound and motion video clips with hypertext links to other Web pages.

HOME PAGE: The starting page of a Web site with links to other related pages.

HYPertext: Text that contains links to other text in documents which enables you to skip around and read the document pages in the order you choose.

HTML (Hypertext markup language): The coding system used in Web pages that consists of text and tags that tell the Web browser what to do when a link is activated.

LINK: A button or highlighted bit of text that, when selected, jumps you to another Web page.

WEB SERVER: An application program that stores Web pages and its associated files, databases and scripts. It serves up Web pages to Web browsers.

WEB BROWSER: Client software for the Web (such as Netscape) that displays HTML and other documents and allows you to follow hypertext links.

URL (Universal Resource Locator): A Web address which consists of a protocol, a host name, a port (optional), a directory (optional), and a file name (optional).

Reminder 2

Use URLs to Connect to Web Sites.

1. If you know the URL for a particular Web site, you can go directly to it by:

Clicking on the File menu, choosing “New Location,” typing in the URL and clicking on the OK button.

OR

Highlighting the current URL in the Location window, typing in the new URL, and pressing <Enter>.

Reminder 3

Use Net Search to do a Subject Search

1. To search the Web for particular Web sites by subject, click on the Net Search button.
2. You will see several options for Search Engines with a bar window. Type in your keyword(s) and click on the Search button. Most search engines list 10 hits at a time.
3. Click on the link to go to the Web page.

Reminder 4

Use Netscape for FTP, Telnet and Gopher

1. If you know the URL for a particular FTP, Telnet or Gopher site, you can go directly to it by:

Clicking on the File menu, choosing “New Location,” typing in the URL and clicking on the OK button.

OR

Highlighting the current URL in the Location window, typing in the new URL, and pressing <Enter>.

2. If a Web page has a link to an FTP, Telnet or Gopher site, click on the link. Once you are connected, these protocols work as they normally do (i.e., Gopher sites will have menus, FTP sites will have directories and files to transfer, and telnet sites will allow you to use the resources of that computer).

Just the Facts . . .

READING URLS: A Web address consists of a protocol, a host name, a port (optional), a directory (optional), and a file name (optional).

The four basic **PROTOCOLS** used in this class are:

http://	(web site)
ftp://	(ftp site)
telnet://	(telnet site)
gopher://	(gopher site)

The **HOST NAME** is the Internet address:

www.usc.edu	(web)
usc.edu	(ftp)
gopher.usc.edu	(gopher)
uscinfo-net.edu	(telnet)

The **PORT NUMBER**, if listed, occurs after and is separated from the Internet address by a colon (:)

gopher://wiretap.spies.com: 70

The **DIRECTORY NAME(s)**, if listed, is next, preceded by a forward slash:

http://www.iisd.ca/linkages

The **FILE NAME**, if listed, is next, preceded by a forward slash:

http://www.iisd.ca/linkages/wssd.html

Use the entire URL when typing in a location in Netscape.

SEARCH ENGINE: Search engines search titles or headers of documents, others search the documents themselves, and still others search other indexes or directories.

Sending Polnet Email

Sending Email to Country Teams

This section is a reminder for how to:

- Create an ASCII text file with Wordperfect.
- FTP a file to Artemis.
- Telnet to Artemis.
- Insert the FTP'd file into a Polnet email message.



You will need the ICONS disk for Outgoing Messages.

Reminder 1

Create an ASCII Text File with Wordperfect.

1. In the Wordperfect group, double-click on the WPwin icon.
2. Type your message. Do not add formatting commands (i.e., fonts, underlining, bold face, etc.).
3. Make sure your ICONS floppy disk is in Drive A. Click on the File menu and choose "Save."
4. Set the configurations for ASCII text and floppy drive A.

Destination drive = **a:**
File type = **ASCII Text**
Name = **name file in DOS file name format**

Do steps 2-3 for each message file you want to create.

5. When you are done, click on the File menu and choose "Exit" to quit Wordperfect.

Reminder 2

FTP a File to Artemis

1. Make sure your floppy disk is still in drive A.
2. Double-click on the WS-FTP icon in the Network Information Tools group. You will see the "Session Profile" window.
3. Click on the "New" button.

Just the Facts . . .

CONTROL-H (^h): This is the ONLY way to delete typos in Polnet!

ARTEMIS is the name of the computer at the University of Maryland that runs the Polnet II simulation software.

POLNET II is the software that runs the ICONS simulation. It has both email and on-line, real-time conferencing capabilities. All of the negotiating between countries is conducted via Polnet.

ASCII (American Standard Code for Information Exchange), pronounced as-kee, is a numeric encoding of text characters. For your purposes, think of it as generic text without formatting. When you save a file in Wordperfect for instance, program codes are embedded in the file that make it uniquely a Wordperfect file. Saving a file as an ASCII text file strips away all the program coding and leaves plain text.

ASCII files are important because many programs cannot read other program's files, but almost all programs can read an ASCII file. For example, you cannot insert a Wordperfect file into a Polnet II email message--Polnet II does not know how to read Wordperfect codes. You will see garbled characters on the screen instead of your message.

DOS FILE NAMES must not exceed 8 characters! Names cannot contain spaces or any of the following characters: * ? / \ | . , ; + = { } [] & ^ < > You can add a file extension to file name by adding a period (.) and three more characters (e.g., NAFTA.txt).

4. Fill in the following information:

Host name: **artemis.umd.edu**
Host type: **(leave on auto)**
UserID: **icons103**
Password: *********
Account: **usa**

5. Click on the “save” button.
6. Click on the “profile name” arrow. Click on “artemis.umd.edu” from the text list. Click on the “OK” button to the right.
7. You will see the transfer screen with two windows: local system (left) and remote (right).
8. In the “local system” window, change to the floppy drive A. Your file(s) should be in the lower window of “local system.”
9. Click on the “ASCII” radio button below the “local system” window.
10. Click on the file name in the “local system” window that you want to transfer to Artemis. (To highlight more than one file for transfer, hold down the <Shift> key and click on each file name.)
11. Click on the arrow pointing to the right of the two boxed arrows in between the “local system” and the “remote” windows.
12. When the transfer is complete, click on the “refresh” button at the bottom right of the “remote” window to confirm that your files have been transferred to Artemis.
13. When you are done transferring files, click on the “close” button (far left, bottom of screen). Click on the “exit” button (far right, bottom of the screen).

Reminder 3

Telnet to Artemis

1. In the Network Information Tools group, double-click on the “Host Presenter-Telnet” icon.
2. In the Host box (top) type: artemis.umd.edu
3. When connected to Artemis, login to Polnet:

Login: **icons103**
Password: *********
Community: **cal96hs**
Username: **usa**
Password: ********* (yes, password twice)

Just the Facts . . .

WHY FTP FILES TO POLNET?

When you login to a computer system, you are using its resources and adding to the slow response time of the system. Each semester there are several ICONS simulations using the Polnet system and, as a courtesy, we like to reduce the amount of time we are using the system. Therefore, if you compose your message with a wordprocessor, save it as an ASCII file, FTP it to Artemis and insert it into a Polnet email message, you basically “get in and get out” of the system quickly--even if you are sending several messages at once.

POLNET HELP will give you a listing of all commands available to you. Commands vary in the regular community and conferences; use “help” to determine which commands are available to you in either mode.

By entering “help” and a command, you will get detailed information on that command. For example, “help aside” will give you information on the “aside” command--its syntax, function, and how it works.

WHAT IS THE DIFFERENCE BETWEEN TELNET AND FTP?

FTP is a protocol that transfers file from one computer to another. **Telnet** is a protocol that enables you to connect to another computer and use it as if you were sitting there.

You use FTP to transfer files to Artemis. You use Telnet to connect to Artemis to use the Polnet program, which allows you to send and read email and to join the on-line conferences.

Reminder 4

Insert FTP'd File into Polnet Email Message

1. To send Polnet email, at the Polnet prompt, type: send.
2. At the "Enter Recipient" prompt, type:

A question mark (?) for a list of country names.

all (to send the message to all countries).

one country name (to send a message to that country).

and then <Enter>.
3. You will get another recipient prompt.

If you want to send the email message to more than one country, type in the next country name.

If you are done listing the recipients, press <Enter> at a blank recipient prompt.
4. The next prompt you get is "Enter Keyword." Use this to enter the topic or issue area of the message (this is important if you or other countries will be searching for messages by keyword).
5. To insert your FTP'd file into the mail message, type: .i (dot i).

You will see: Enter Message Filename (.c to cancel).

Type in FTP'd file name.
You will see your message text scroll across the screen.

You will see: O.K. to add file contents to message? (y/n):
Type: y (for yes).

You will see: Contents added. Continue entering message.
6. To send the mail, press the <Enter> key to get a blank line and type: . <Enter> -- (dot + <Enter>).
7. Do numbers 1-6 above for each FTP'd file you want to insert into a mail message.
8. When you are done, exit Polnet. At the Polnet prompt, type: exit. You will be returned to the "Host Presenter" window. Click on the "cancel" button.
9. Choose the File Menu and "Exit" to end your Host Presenter session.

Just the Facts . . .

SENDING POLNET EMAIL

SEND allows you to send messages to other users on Polnet II.

ENTER RECIPIENT: By entering a question mark (?) at this prompt, you will get a full listing of all possible recipients in that community.

You can only enter the name of one recipient on each line. If you are sending the message to multiple recipients, enter a carriage return to get another Enter recipient prompt.

If you respond with "all", POLNET II will automatically send that message to all members of the community.

When you have finished entering the list of recipients, enter a carriage return.

KEYWORDS: Words that categorize or describe your message. For example, keywords in a simulation might be "arms" (categorizing those messages dealing with arms control), or Message #. Keywords become important in the search and retrieval capabilities of POLNET II.

CANCEL: If you wish to cancel the message, enter .q on a new line. POLNET II will respond: Message NOT Sent.

SEND C: Sends a carbon copy of a message to another user.

SEND F: Forwards a message to a user that you have either sent or received to another user.

SEND I: Links the current message with a previous message.

Retrieving Polnet Email

Pulling Your Daily Polnet Email Messages

This section is a reminder for how to:

- Telnet to Artemis.
- Convert Polnet email messages into files.
- FTP the files from Artemis to the Lab PC.
- Delete the FTP's files from Polnet.
- Print Email messages with Notepad.



You will need the ICONS disk for Incoming Messages.

Reminder 1

Telnet to Artemis

1. In the Network Information Tools group, double-click on the "Host Presenter-Telnet" icon.
2. In the Host box (top) type: artemis.umd.edu
3. When connected to Artemis, login to Polnet:

Login: **icons103**
Password: *********
Community: **cal96hs**
Username: **usa**
Password: ********* (yes, type your password twice)

Reminder 2

Convert Polnet Email Messages into Files

1. At the Polnet prompt, type: read.
You will be asked if you want to read new messages.
2. To read new messages, type: y.
3. At the end of each mail message, you will be asked:

Do you want to reread, continue, save, quit? r/c/s/q
4. Choose "s" for save.
5. You will be asked to name the file. Name each message by its number (i.e., mess001, mess079, mess180), using DOS file name format. Do this for each new message.

Just the Facts . . .

READING POLNET EMAIL

READ allows you to read your new and previous messages to other users on Polnet II.

PREVIOUS MESSAGES: If you do not have new messages or after you read your new messages, you will be asked if you want to read previous messages. You can search for messages by the following keys:

Msg Number: Enter the number or numbers that you want to read.

Recipients: Enter who received the message.

Sender: Enter who sent the message.

Date/Time Range: Enter the date the message was received.

Keywords: Enter the keyword the message was sent under.

NEW MESSAGES: If you have new messages when you login to Polnet II, you will see: # new messages.

When you type the "read" command, the system will tell you how many messages you have waiting and the number of lines of each message.

REREAD (r): Scrolls through the same message again.

CONTINUE (c): Instructs the computer to go on to the next message.

QUIT (q): Allows you to stop reading your messages before you have read all of the messages.

6. When you are done converting the messages to files, exit Polnet. At the Polnet prompt, type: exit.
7. You will be returned to the “Host Presenter” window. Click on the “cancel” button.
8. Choose the File Menu and “Exit” to end your Host Presenter session.

Reminder 2

FTP the Files from Artemis to the Lab PC

1. Double-click on WS-FTP icon in the Network Information Tools group.
2. In the “Session Profile” window, click on the “New” button.
3. Fill in the following information:

Host name:	artemis.umd.edu
Host type:	(leave on auto)
UserID:	icons103
Password:	*****
Account:	usa
4. Click on the “save” button.
5. Click on the “profile name” arrow. Click on “artemis.umd.edu” from the text list. Click on the “OK” button to the right.
6. You will see the transfer screen with two windows: local system (left) and remote (right). You should see connection information in the lower left corner of the screen.
7. Click on the radio button marked “ASCII” below the “local system” window.
8. Change the drive on the “local system” to A.
9. Click on the file name in the “remote” window that you want to transfer to the lab computer (to highlight more than one file name, hold down the <Shift> key and click on each file name).
10. Click on the arrow pointing to the left, located in between the “local system” and the “remote” windows.
11. When the transfer is complete, click on the “refresh” button at the bottom right of the “local system” window. You should see your file names appear in the lower “remote” window.

Just the Facts . . .

READING POLNET EMAIL

WHY THIS PROCEDURE? The reason why we use this procedure to pull messages, and only pull messages once a day, is because as soon as a message is read as a new message, it becomes an old message. Therefore, if each U.S. team member logs in each day to read Polnet messages, the logins after the first one will not show an accurate listing of new messages.

MESSAGE NUMBERING: Messages sent to individual countries are not available for other countries to read. Each country is only allowed to read email sent to it (either individually or in the “all” recipient mode). Therefore, the numbered sequence of email message will not be consecutive for the U.S. team. This does not mean you have missed messages, it means that they were directed to other countries or to SimCon.

NOT MISSING MESSAGES: If you are not careful about giving commands while you are converting messages to files for later FTP, you can sometimes miss a message. You will have to wait until you have converted all of the new messages to go back and find it. Try to write down the message number that you missed.

After converting the new messages, at the Enter Command prompt, type: read and the message number. You should see the message on the screen; proceed with the conversion to file format.

Reminder 4

Delete the FTP'd Files from Artemis

1. To delete the FTP'd files from Artemis, in the "remote" window, click on the name(s) of the file(s) you have just FTP'd and then click on the delete button on the right side of the "remote" window.
2. Close the FTP connection to Artemis by clicking on the "close" button (far left, bottom of screen), but do not exit WS-FTP.

Reminder 5

Print Email Messages with Notepad

1. In the "local" window, click on the first FTP'd file name. Click on the "view" button, top right on "local" button panel. You should see the Email message text. You are now in the Windows Notebook program (an ASCII text editor).
2. Click on the File Menu, then "print." You will see a message indicating that it is being sent to the network print spooler.
3. When the print spooler message is gone, close the file by clicking on File Menu and "Exit."
4. Repeat the above three steps to print all the pulled messages.
5. When you are done printing, exit WS-FTP by clicking on the "exit" button (far right, bottom of screen).

UNIX ACCOUNT SECURITY: You are responsible for your Unix account. Do not let anyone else use your Unix account and do not give anyone your password (no official USC staff or faculty member will require your Unix password for any reason). If you allow someone else to use your account and misuse it (breach USC Computing Policies or U.S. Federal or State laws), you will be held responsible.

LOGOUT FOR SAFETY: Do not leave your Unix account running on a computer workstation in a public lab. Always logout, even if you will only be gone a moment.

CHANGING YOUR PASSWORD: Change your Unix password periodically. At the Unix prompt, type: passwd.

The system will prompt you for your old password and then your new password. Your new password will not take effect for 1-2 hours.

Just the Facts . . .

WINDOWS NOTEPAD is a text editor that you can use to edit or print small text files.

PRINTING MESSAGES: While you are still in WS-FTP, you can print the Polnet messages you have just transferred. When you click on the file name and then click on the Print button, WS-FTP opens the file in **Windows Notepad** and prints it from there.

After each file has been printed, you need to exit Notepad to return to WS-FTP to choose the next file to print.

SOME NOTEPAD COMMANDS:

Open: Opens a text file.

The file can be a Notepad file or any file saved as text-only from another application. Notepad cannot open a file larger than approximately 50K.

Save: Saves changes to the document you have been working on.

Save As: Saves a new or existing document. You can name a new document or save an existing document under a new name. The original document remains unchanged.

Print: Prints one copy of the document.

Exit: Closes the document you have been working on and quits Notepad. You can save the file before quitting.

Distributing Polnet Email

Distributing Your DailyPolnet Email Messages to the U.S. Team

This section is a reminder for how to:

- Upload (FTP) daily message files to your Unix account.
- Use Pine's Address Book for distribution list mailing
- Insert daily message files into a Pine email message



You will need the ICONS floppy disk for Daily Messages.

Reminder 1

Upload Daily Message Files to Your Unix Account

1. In the Network Information Tools group, double-click on the WS-FTP icon.
2. In the "Session Profile" window, click on the "new" button.
3. Type in the following information:

Host name:	Choose one of the SCF hosts
Host type:	(leave on auto)
UserID:	Your Unix account UserID
Password:	Your Unix account password
4. Click on the "save" button.
5. Click on the "Profile Name" arrow. Click on girtab.usc.edu (or whatever you entered above).
6. Click on the "OK" button to the right.
7. You will see the transfer screen with two windows: local system (left) and remote (right). You should see connection information in the lower left corner of the screen.
8. Click on the radio button marked "ASCII" below the "local system" window.
9. Change the drive on the "local" system to a:. You should see the list of files located on the floppy disk in the "local" window. You should see files located on your Unix account directory in the "remote" window.
10. Click on the file name in the "local" window that you want to transfer to your Unix account directory (to highlight more than one file name, hold down the <Shift> key and click on each file name).

Just the Facts . . .

UNIX ACCOUNT STORAGE

SPACE: Since you will be sending large email files of daily Polnet messages to the U.S. team members everyday, you will need to be careful about managing your Unix account.

The best management system is to export the daily Polnet email messages to your Unix directory and FTP them to a floppy.

UNIX ACCOUNT QUOTAS

All Unix accounts are subject to a disk space quota. For instance if your quota is 10 megabytes, as on the SCF, you will receive a warning message if you use over 10 megabytes (called the "soft limit") of storage and will be unable to write more files if you use over 11 megabytes (called the "hard limit").

If you receive a warning message that you are over quota, that means you have used up more than the soft limit of disk space. You generally have seven days to remove enough files to bring your usage below that level. If you do not, you will be not be able to create and save new files, or save changes to your files (this includes receiving new email messages).

To display your disk quota and usage, type **quota -v** at the Unix prompt.

Source: *The Primer*, pp. 89-90.

11. Click on the arrow pointing to the right, located in between the “local” and “remote” system windows.
12. When the transfer is complete, click on the “refresh” button on the “remote” system window to verify that all the files transferred.
13. Close the FTP connection to Unix by clicking on the “close” button (far left, bottom of screen). Exit WS-FTP by clicking on the “exit” button (far right, bottom of screen).

Reminder 2

Use Pine’s Address Book for Distribution List Mailing

1. In the Network Information Tools group, double-click on the “Host Presenter-Telnet” icon to access your Unix account.
2. In the “Host” box (top), type: SCF host. Login to your Unix account. At the Unix prompt, type: pine.
3. At the Pine Main Menu, choose “A” for Address Book. Highlight the ICONS distribution list for the U.S. Team.
4. Press “C” to compose a message to the distribution list names.
5. In the “Subject” part of the header, indicate the sequence of message numbers you will be sending and the date messages were pulled.
6. Move the cursor down to the body of the message.

Reminder 3

Insert Daily Message Files into a Pine Email Message

1. To insert a message file into the email message, type: ^R (control key + R). To see a list of available files, type: ^T.
2. Highlight the first file to insert and type: s (select). You will see the selected file scroll across the screen in the email message.
3. Press the <Enter> key a few times to separate the messages, and repeat the above two steps for all files to be inserted.
4. When all files are inserted, send the file (^X).
5. To end your Pine session, type: q. Logout of your Unix account (at the Unix prompt, type: logout).
6. To close your Host Presenter session, click on the “close” button. Click on the File Menu and the Exit.

Just the Facts . . .

INFORMATION MANAGEMENT:

One of the most important skills you will have to apply in this class is information management. Before the simulation begins, you will have to do a great deal of research on your subject area to be prepared for the simulation. Be careful to narrow your focus enough to obtain the pertinent information you require--it is easy to get bogged down and overloaded by too much data. Develop a system to categorize and store your data so you can access it quickly during an on-line conference.

Once the simulation begins, you will be receiving daily messages from the other country teams via Polnet. The distribution and organization of these messages is crucial. Messages are saved on a floppy (for backup), printed out for the binder (to review during a conference) and sent to each member of the U.S. Team (up-to-date information keep you on top of the issues and gives you a head start on necessary additional research).

Work with your team mates to formulate organizational strategies for all of this incoming information.

Each team member should have a day to pull and distribute messages.

Hold each other accountable for the required duties.

Make each member carry his/her share of responsibilities. If you cover another team member's responsibility, make sure they return the favor.

Polnet On-Line Conferences

This section is a reminder for how to:

Telnet to Artemis
Enter the on-line conference
Print incoming conference messages
Send outgoing conference messages

Reminder 1

Telnet to Artemis

1. In the Network Information Tools group, double-click on the "Host Presenter" icon.
2. In the Host box (top), to Telnet to Artemis, type artemis.umd.edu
3. When connected to Artemis, login to Polnet:

Login: **icons103**
Password: *********
Community: **cal96hs**
Username: **usa**
Password: ********* (yes, password twice)

Reminder 2

Enter the On-Line Conference

1. At the Polnet prompt, type: confer.
2. At the "Enter Conference" prompt, type: the name of the conference. If you do not know the name of the conference, type a question mark (?) for a list of conferences. You may only attend a conference of which you are member.
3. When you are asked if you want to bypass additional questions (y/n)? Type "y" for yes. (In conference mode, you want continuous flow of messages from the other countries and answering yes will do this.)
4. The system will response with: Entering Conference . . .
5. **Before doing anything else, activate the print capture.** From the Host Presenter File Menu, choose "print." You will see four options for printing. Click on the radio button for "Continuous Print." Click on the "OK" button.

Just the Facts . . .

CONFER: The Polnet command that allows you to enter on-line conferences.

WHO: Gives you a listing of other users currently logged in to the community.

Using "who" within a conference will give you a listing of conference members currently logged in to the conference.

Using "Who c" gives you a listing of conferences currently in session.

ASIDE: Allows you to send a non-recorded message. Once this message has been read, it cannot be accessed again by either the sender or recipient.

"Aside" is generally used within the regular community to send procedural messages. Within conferences, "aside" is a frequent method of communication and is used to send secret, sensitive messages to other users.

After using "aside" in a conference, POLNET II will leave you at enter command:. Use the "listen" command to get back into listening mode.

TELL SIMCON: At each conference, after you login and set the print capture, send an "aside" message to SIMCON to let her know which members of the U.S. Team are at the conference (so you get credit for being there).

Reminder 3

Print Incoming Conference Messages

1. If other participants have already sent out messages when you arrive, the following will appear:

xx New Messages (xx = number of new messages).
Read most recent messages (y/n)?

2. Type “y” for yes.
3. The system will respond with:

Enter number of messages to be read:

4. Enter the same number as the number of new messages received, all of the messages sent will scroll across the screen.
5. After the most recent messages have scrolled across your screen, and when there are no more new messages to be read, the following will appear:

Listening . . . Press return to enter commands.

You are now in listening mode. As other conferees send messages, they will appear on your screen automatically.

6. At this point, send the captured messages to the printer to clear the buffer and reset the continuous print for the next batch of scrolled messages.

Click on the File Menu and choose “Continuous Print Off.” You will see a messages from the print spooler. When the message is gone, **immediately** reset the continuous print (or you may miss incoming messages). Click on the File Menu and then click on the radio button for “continuous print.”

7. As the new messages arrive and scroll across your screen, wait for a pause in the flow and repeat the above two steps to send the captured messages to the printer.

Reminder 4

Send Outgoing Conference Messages

1. When you want to send messages to the other country participants, press the <Enter> key to get a command prompt.
2. To send a message to the entire conference, type: comment.

Just the Facts . . .

CORRECTING TYPOS

When you make typos during a conference message, DO NOT use the ^h to backspace over the typo. If the word is recognizable, leave it and continue. If it is not, use the <space> bar to put in a few spaces and then retype the word.

For some reason, the U.S. Team's messages get very garbled if we don't follow the above procedure.

ON-LINE CONFERENCES: Unlike Unix talk, BBS chat or IRC forms of on-line, real-time communication (where you type on the screen and you see the response on the screen—often both at the same time), Polnet on-line conferences are conducted via email messages.

When you are in the conference mode, you type a message using the same format at a regular email message, except that it is sent to the conference participants instead of regular email mailboxes.

CONTINUOUS PRINT: Be diligent to maintain the continuous print feature of Host Presenter-Telnet. While you are composing a message, other messages are building up on the system. When you finally send the message and view the next batch of incoming messages, they all scroll past you on the screen without a pause between messages. There is NO TIME to go back and read messages on the screen. You and your fellow team members at that conference must have a printed copy from which to read and work!

3. If you want to send a private message to one or more specific conference members, but not to the entire group, type: `aside` at the command prompt. The computer will prompt you with:

Enter Recipient:

Enter each recipient separately and then hit an extra `<Enter>` after the last recipient.

4. Type your message, remembering to press the `<Enter>` key when the cursor gets near the right side of the screen. (Keep in mind that this is not a wordprocessor; you cannot edit a line after you have hit the `<Enter>` key and have moved to the next line.)

If you decide to cancel your messages, go to a new line and type: `.q` (period + q).

5. After you type your message, go to a new line and type a period (`.`) and `<Enter>` to send your message.
6. At the command prompt, return to the conference by typing: `listen`. Any new messages sent will scroll across your screen. At the pause, send the captured messages to the printer.

Click on the File Menu and choose “Continuous Print Off.” You will see a messages from the print spooler. When the message is gone, **immediately** reset the continuous print (or you may miss incoming messages). Click on the File Menu and then click on the radio button for “continuous print.”

7. Continue sending and receiving/printing messages for the duration of the conference. If, at any time, you need to leave the conference, but not the simulation, type: `leave` at the command prompt.
8. When the conference is concluded, to exit the simulation, type: `exit`.
9. Send the final captured messages to the printer.
10. Close your Host Presenter session by clicking on the “close” button. Click on the File Menu and then Exit.

Just the Facts . . .

CORRECTING TYPOS

When you make typos during a conference message, DO NOT use the `^h` to backspace over the typo. If the word is recognizable, leave it and continue. If it is not, use the `<space>` bar to put in a few spaces and then retype the word.

For some reason, the U.S. Team's messages get very garbled if we don't follow the above procedure.

MISC POLNET COMMANDS

DIR (short for directory): produces a directory of messages addressed to or sent by you. A directory listing includes the message number, sender, date it was sent, length of message, and the keyword the message was tagged with.

“Dir” asks you to specify a number of parameters. A parameter can be skipped by entering a carriage return. These parameters, and some possible:

Enter recipient:
Enter sender:
Enter date/time range:
Enter keywords:
Enter message number:

If you leave all the parameters blank, you will get a listing of all the messages that you received since the community became operative, as well as a listing of all the messages that you have sent.