

**Web Page Creation:**  
**Using Adobe Acrobat**  
**and MS Office HTML**  
**Documents on the Web**

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**March 23, 2001**

***I link, therefore I am!***

**-Bud Smith and Arthur Bebak  
*Creating Web Pages for Dummies***

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# Creating Web Pages: Using Adobe and MS Office HTML Documents on the Web

## Components of a Web Site

A Web site is a way to convey information to others electronically. In order to see the Web site, you must have:

- A **Browser**. This is a software package that translates the Web software into images and text you can see. The two biggest browsers are Netscape, either Navigator or Communicator, and Microsoft's Internet Explorer. Either can be obtained for free. Netscape is the supported Browser at Navtech.
- An **ISP or carrier**. Most companies use a T1 lines, direct connections with the Internet and the fastest. At home, you probably use a Cable Modem, DSL line, or an ISP such as America Online (AOL), EarthLink, CompuServe, Netcom, or dozens of other ISP's. Your computer needs a modem if you're not on a T1 line, cable modem or DSL.
- An **Internet site, or External Web site**, is one that can be viewed by everyone in the world with access to the Web. An **Intranet or Internal Web site**, however, is viewable only within a particular company, and is protected from the outside world by a **firewall**.

## Basic Web Page

All you need to create a basic web page is an HTML document. You can add a lot of features, of course, but an HTML document is required.

If you don't want to learn HTML, you must use an HTML software package. These include basic editors such as **BBedit, Coffee Cup, Hotdog, Arachnophilia** and others, and highly sophisticated packages such as **Dreamweaver, Go Live, Home Site, PageMill** and **MS FrontPage**.

## Documents

If you want to include documents, they must either be in HTML, or you can use **Adobe Acrobat Writer** to convert any Word, PowerPoint, Visio, Access, Project, Outlook, or Excel document into **.pdf** format. This format amounts to a "picture" of your document. Anyone needing to view a .pdf document must have **Adobe Acrobat Reader** installed on their computer. You can download the reader free of charge from [www.adobe.com](http://www.adobe.com).

*Note:* Your software may allow you to put Microsoft Office documents on your page, but they won't be readable by Netscape, Mac, or UNIX users. Please consider who your audience is before doing this.

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## Creating a Web

### Site Creation Overview

*Here's the bare-bones process:*

1. Get access to a Web server
2. Map your computer to that server.
3. Set up folders on the Web server to hold all the files you'll want on your page.
4. Draw a picture of all the pages in your site and how they'll link together.
5. Design your main page in HTML. You can either do the HTML programming yourself, or you can use a text editor such as PageMill or FrontPage.
6. Add graphics and a background, if desired.
7. Create the other pages in the same way.
8. Link the pages together.
9. Add whatever else you want, such as PDF documents (You can create these by converting any Word, Excel, or PowerPoint document.)
10. Check out your Web page in both MS Internet Explorer and Netscape. The appearance can be quite different depending on the browser, but all Netapp users are using one of these two.
11. Get someone in a remote site and a UNIX user to view your page.

### **Server**

The Web server is basically the computer on which the Web pages and all programs, documents, etc. are located. Once you have obtained access to it, your computer will need to be mapped to it. Our servers are currently all UNIX servers running Apache server software, and most are not running Front Page extensions.

### **Browser**

Everyone looking at the Intranet or Internet uses a Web browser. The two most commonly used browsers are **Netscape Navigator or Communicator**, and **Microsoft's Internet Explorer**. It's important to be aware that a page can look different on each browser so you'll want to view your page on both.

## Adobe Acrobat

### Introduction/Acrobat Reader

Because people use all sorts of computers to access the World Wide Web, such as company networks, UNIX systems, Macs and PC's, running every conceivable kind of software, managing documents used to be a nightmare. Adobe created a new format, called **.pdf**, for **Portable Document Format**. A PDF document can

be read by all computer users who can access the Web, provided they have downloaded and installed Adobe Acrobat Reader. This software is available free from Adobe's home page ([www.adobe.com](http://www.adobe.com)).

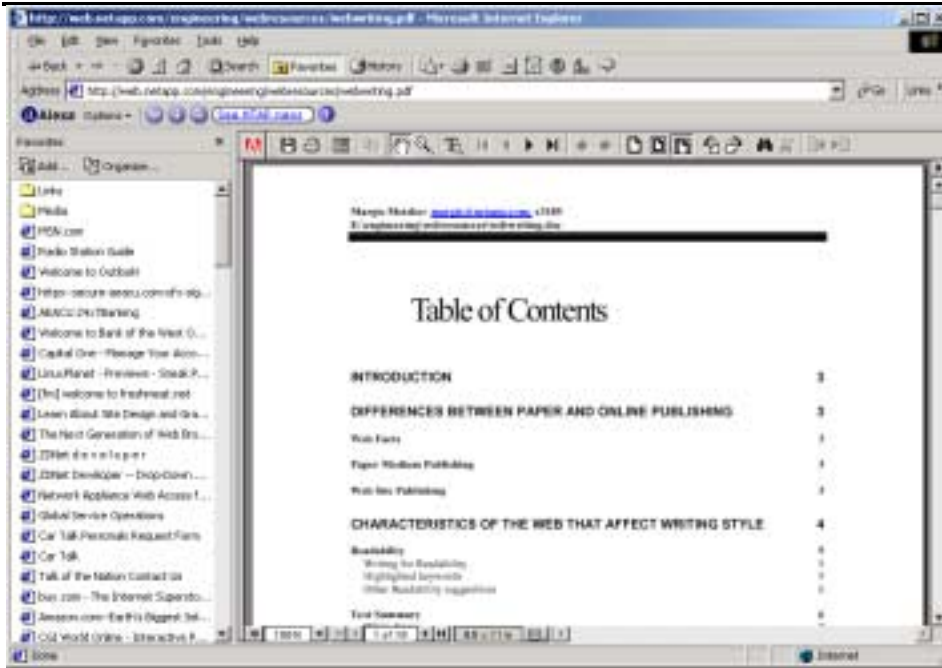
The next dialog box asks you to indicate where you want the file saved; note the name of the file (**ar32e301.exe**) and the location.

Once you've downloaded the file, right-click the word **Start** on the Task bar, then left-click the word **Explore**, to get to Explorer. Click the drive where you stored the file **ar32e301.exe**, find the file and double-click it to run it. This will install Acrobat Reader on your computer.

## Other Acrobat Software

As noted above, Adobe Acrobat Reader is available free to anyone. Adobe clearly benefits by people using it, because it makes the software needed to create PDF's (note: PDF's, PDF documents and .pdf documents are terms that are used more or less interchangeably) more valuable in the marketplace. You need to purchase Adobe Acrobat for about \$180. It contains the Acrobat Distiller

PDF's are normally created from existing documents. One process is to print the document to a **PostScript print file** and then open it in **Distiller** to turn it into a PDF. Or you can use **PDFWriter**, which is a printer driver that does the work of Distiller automatically. (Word and Excel documents.)



## Using Adobe Acrobat Reader

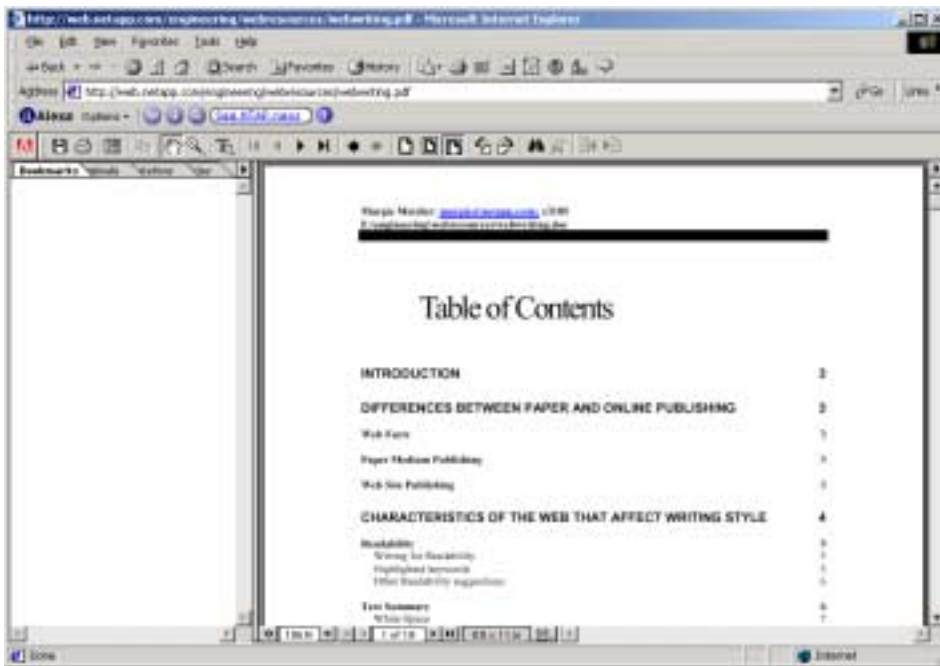
You've installed Adobe Acrobat Reader, as described above. You go to a web page and click on an Acrobat document. The **Adobe Acrobat Reader** screen opens, as above. Here's what the toolbar buttons mean:

### ***Toolbar Buttons (left to right above)***

- **Go to Adobe's site on the Web**
- **Save** a copy of the file. (You can only save to your computer.)
- **Print** the file.
- **Show/Hide Navigation** pane.
- **Copy**.
- **Hand:** Use this to move the page around in the document window. Click on the page and drag.
- **Zoom In Tool.** (Get closer to the text.)
- **Text Select Tool.**
- **First Page.**
- **Previous Page.**
- **Next Page**

- 
- **Last Page.**
  - **Go to Previous View.**
  - **Go to Next View.**
  - **Actual Size.**
  - **Fit in Window.**
  - **Fit Width.**
  - **Rotate view 90° Counter-clockwise.**
  - **Rotate view 90° clockwise**
  - **Find.**
  - **Find again.**
  - **Jumps to the previous highlight.**
  - **Jumps to the next highlight.**
  - .

In addition, at the bottom of the screen you'll see buttons that show paper size, magnification, page your one and total pages, etc. Click the left arrow at the bottom to see this view:

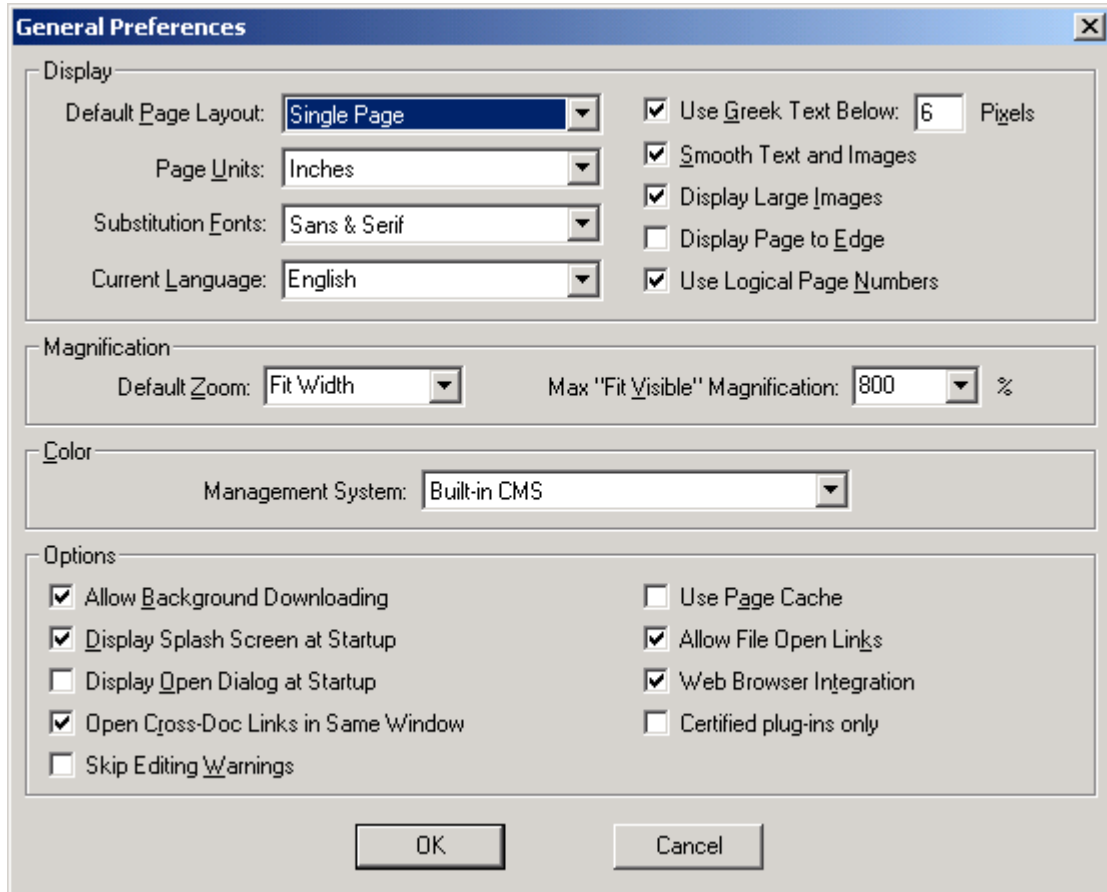


- **Bookmarks and Page:** bookmarks are like tables of contents hyperlinks to pages and view in the document. Not all PDF's have bookmarks.

- **Thumbnails and Page:** Thumbnails are tiny pictures of the pages in a PDF. They take you to specific pages in the file. Not all PDF's have thumbnails.
- **Quotations.**
- **Articles.**

### **Defaults**

- Opens in 100% view
- Page units displayed in inches
- Shows you single page view
- To change default settings, click the right arrow at the top and choose Preferences. You'll get this screen:



## **Converting Your Documents to PDF**

Adobe Acrobat Writer uses PostScript printer language to create a document to be viewed on-screen in Exchange or Reader. Post Script is a page description

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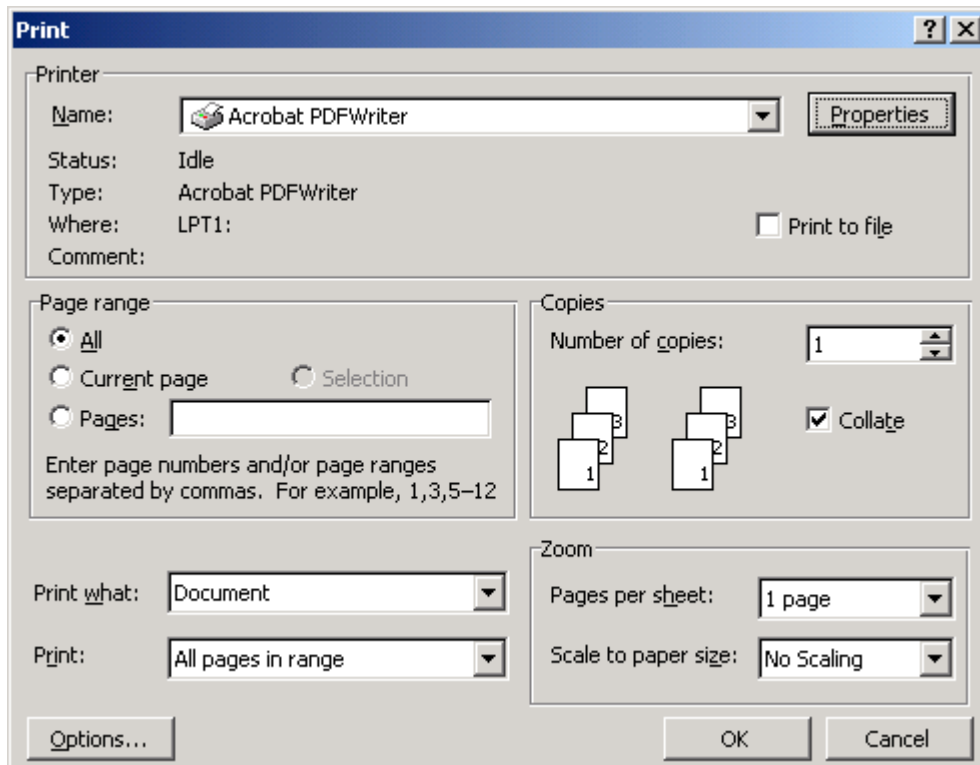
language that tells the printer how to print a page. Acrobat converts the page into a “drawing” for the computer monitor.

**To get a document from another application to PDF follow this process:**

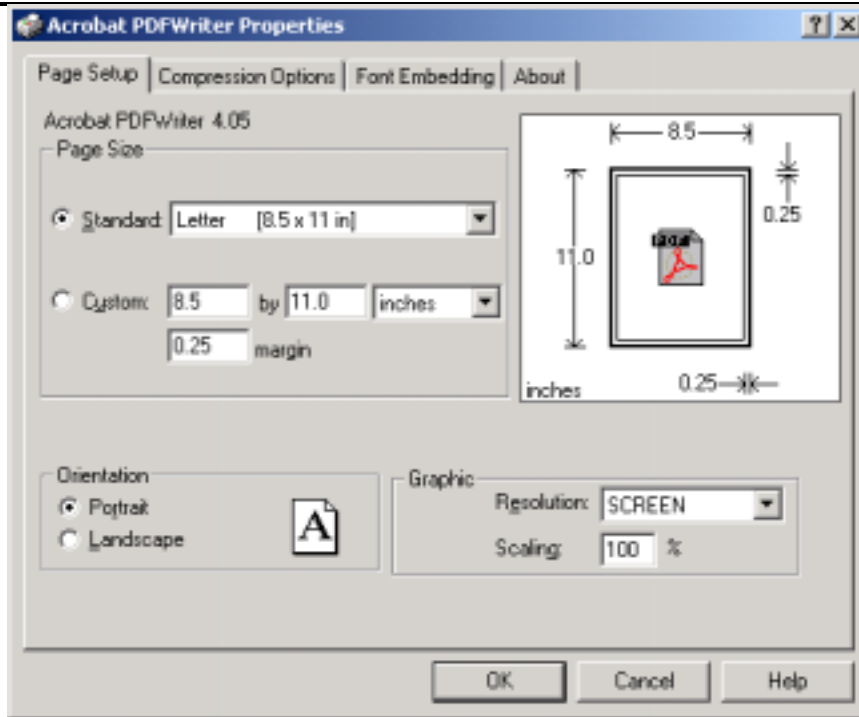
1. Create the document in an application such as Microsoft Word or Excel.
2. Print the document to a PostScript print file.
3. Process the document in **Acrobat Distiller**.
4. Open the document in **Acrobat Exchange** to add links and other navigational enhancements, or movies and sound files.

***The Simplest Method: Use with Excel, PowerPoint and Word Files***

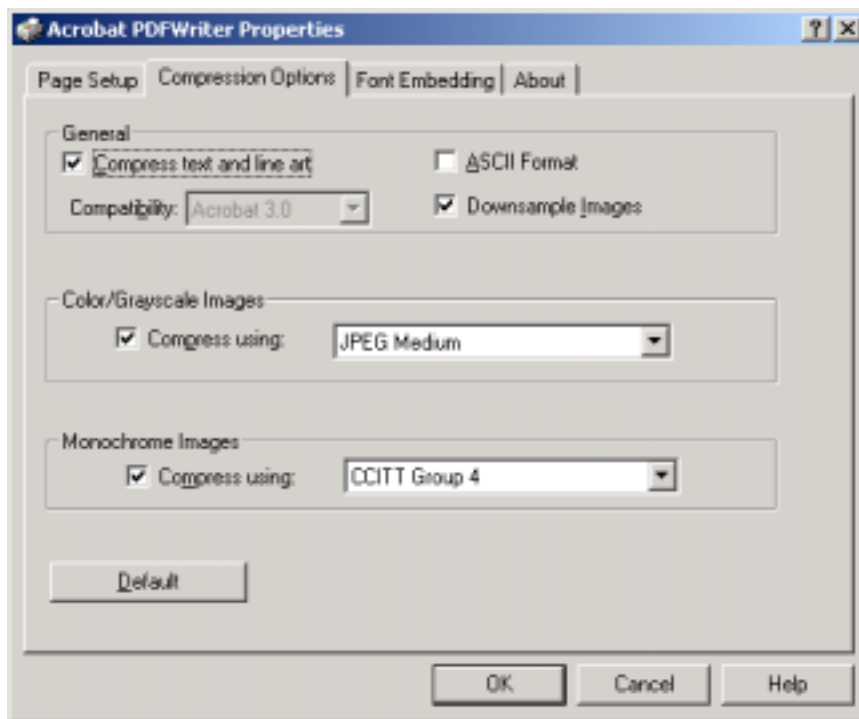
1. Go to **Print**
2. Change the printer to **Acrobat PDFWriter**



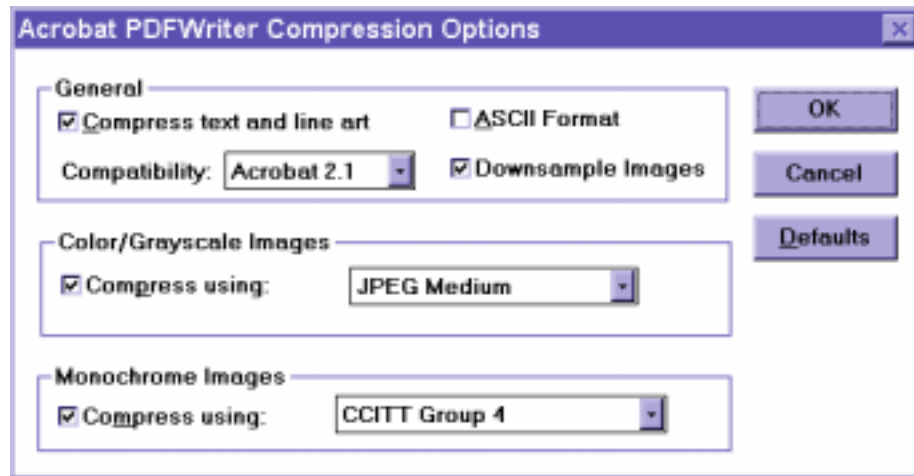
3. Click **Properties**. You'll get the window below



4. Set the font and graphics settings, as well as paper size, resolution, scaling, paper orientation, etc. In most cases, you'll just create problems by changing these items.
5. Click **Compression**. You'll get this box:



6. Change **Compatibility** to 3.0 if you want. (But if you set it to 4.0, only those people with Adobe Acrobat Reader 4.0 or better can read it.)
7. Click **OK**.
8. You may want to embed fonts, depending on how critical the fonts are to the formatting and look of your documents, and how you plan to distribute it. Embed only fonts that are unusual. Click **Fonts** to do this.
9. Click **OK**. Click **OK** again.
10. Click **Prompt for PDF file** and **View PDF File**.
11. Choose the location you want to place your PDF file (probably the Web server, then the acrobat folder if you created one.)
12. **Click OK**.
13. If you checked **Prompt for Document Info**, the screen comes up and allows you to type in your name, the subject, and any keywords that viewers can use in a catalog to find the document.
14. **View PDF file**: If you clicked this option, **Acrobat Reader** will open after the conversion is complete and display the file.



15. Name the file and click **Save**.

**Note: you haven't changed your original file at all. You've saved a copy.**

*Or... if you don't want to change any of the default values, here's the quick and dirty method:*

1. Go to **Print**
2. Change the printer to **Acrobat PDFWriter**
3. Choose the location you want to place your PDF file (probably the Web server, then the acrobat folder if you created one.)

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4. Type in the file information as above.
  5. If you checked **Prompt for Document Info** the last time you were in **Properties**, this screen comes up and allows you to type in your name, the subject, and any keywords that viewers can use in a catalog to find the document.
  6. Click **OK**.
  7. **View PDF file**: If you clicked this option the last time you were in **Properties**, **Acrobat Reader** will open after the conversion is complete and display the file.

## Using Distiller to Create PDF's

This process is a little more complex than using **PDF Writer**, above, but it provides a wider range of options for controlling the size and quality of the PDF's. To go to the **Distiller Online Guide**, open Distiller, then go to **Help**→**Distiller Online Guide**. Advanced users may also want to use the **Distiller Parameters Guide**. Same location.

To open **Distiller**, go to **Start, Programs, Adobe Acrobat, Adobe Distiller 3.01**.

1. To print your document to a **Post Script** file, you'll need to set up a Post Script driver on your computer to do this. Go to Adobe's site at <http://www.adobe.com/supportservice/custsupport/LIBRARY/5066.htm>
2. Download the file to your hard disk. Remember its name (at the time I downloaded, 11/17/98, its name was **aps4eng.exe**. Go to Explorer and double-click the file. It will unzip a series of files and store them in **c:\temp\adobe**. Click **Start, Run**, and click **Setup.exe** to install the driver.
3. Print your document to a **Post Script** file.
4. Open **Distiller**.
5. Note that Distiller's job options are set *before* you open the PostScript file. To change them, click **Job Options** from the Distiller menu.
6. Open your **PostScript (.ps)** file. You'll be asked if you want your PDF's to be Acrobat 2.1 or 3.0 compatible. 3.0 files are smaller and support advanced Internet features, but you can't open them in earlier versions of Reader or Exchange.

### ***Image compression***

The two compression methods in use are the *lossless* method and the *lossy* method, both supported by Distiller. *Lossless* keeps all data intact, and can reduce the file by as much as 50%. This method is recommended for creating PDF's for large storage mediums such as CD-ROM.

The lossy method used compression algorithms to eliminate data from the file. The image quality may be degraded, but the file size is much smaller. This might not be noticeable, particularly for viewing an image on a monitor.

Note that **Distiller** allows you to control image resolution, while **PDFWriter** doesn't.

### ***Font Embedding Options***

Font embedding in **Distiller** is controlled from the **Font Embedding** tab of the **Job Options** dialog box. It's much the same in appearance, but Distiller doesn't display TrueType fonts. (TrueType fonts must be embedded in the Post Script file.)

### ***Creating PDF's in One Step using Distiller Assistant***

By default, **Distiller Assistant** is installed as a startup application on your system. Each time you start your computer, **Distiller Assistant** also starts. In Windows, you have three options:

- ***View PDF file:*** Launches Reader so you can see the results
- ***Exit Distiller When Idle:*** Distiller Assistant closes it automatically if Distiller sits idle.
- ***Ask for PDF Destination:*** Before launching **Distiller**, **Distiller Assistant** asks where you want the PDF to be stored. If you turn this off, the PDF's are saved in the root directory on the hard disk containing Distiller.

To change these options, click on the minimized **Distiller Assistant** at the bottom of the screen.

## **Using Acrobat Exchange**

### ***What can you do in Adobe Acrobat Exchange?***

- Add Bookmarks
- Add Thumbnails
- Add hyperlinks
- Edit the text and graphics in PDF files
- Create interactive tables of contents, indices, and multimedia events such as movies and sounds.
- Resize or move graphics in a PDF, or copy them to the Clipboard.
- Create interactive forms
- Add embedded notes
- Search across several cataloged PDF indexes to add interactivity between individual PDF's.

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### ***Opening a PDF in Exchange***

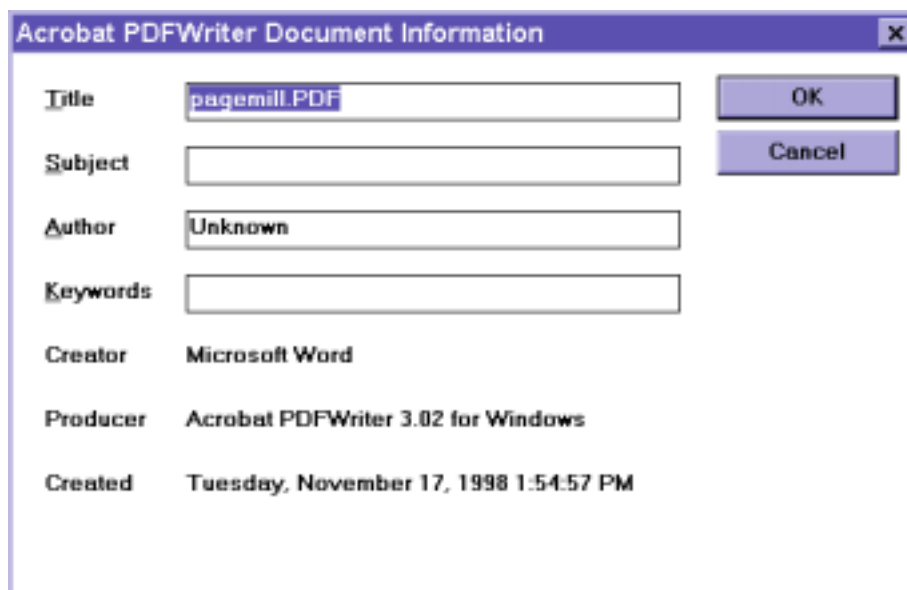
1. Open **Exchange**
2. Choose **File** → **Open**.
3. Go to the folder containing the PDF. Select it and click **Open**.

### ***Change Exchange Settings***

- **Display Large Images** tells Exchange not to display images that could slow down the display of a page. Instead, it displays a gray box.
- **Greek Text Below** tells Exchange when to stop drawing text and replace it with gray bars.
- **Interactive PDF's (Exchange)**

### ***Adding Bookmarks***

1. Open Adobe Exchange.
2. Open the document(s) you want.
3. Go to the page and view where you want to create a bookmark.
4. Choose **Document** → **New Bookmark**.
5. Type the name of the bookmark.
6. Press Enter to accept the new bookmark.
7. Bookmarks are displayed on the left of your screen, at the bottom of the list. You can insert a bookmark elsewhere by selecting an existing bookmark above where you want the new one inserted first.



8. Select a bit of text in the view before you choose **New Bookmark**. The selected text becomes the text in the bookmark. Use this if you're defining bookmarks based on chapter titles, headings, and subheads.

### ***Edit Existing Bookmark text***

1. Click the page icon next to the bookmark you want to edit.
2. Hold the Text tool over the text of the bookmark itself.
3. Click on the text to select it.
4. Type the new text.

### ***Edit Bookmark Destinations***

1. Select the bookmark you want to change.
2. Go to the new page and view.
3. Choose **Reset Bookmark Destination**.
4. Click **OK**.

### ***Delete bookmark***

Select the bookmark and choose **Edit → Clear**.

### ***Creating Thumbnails***

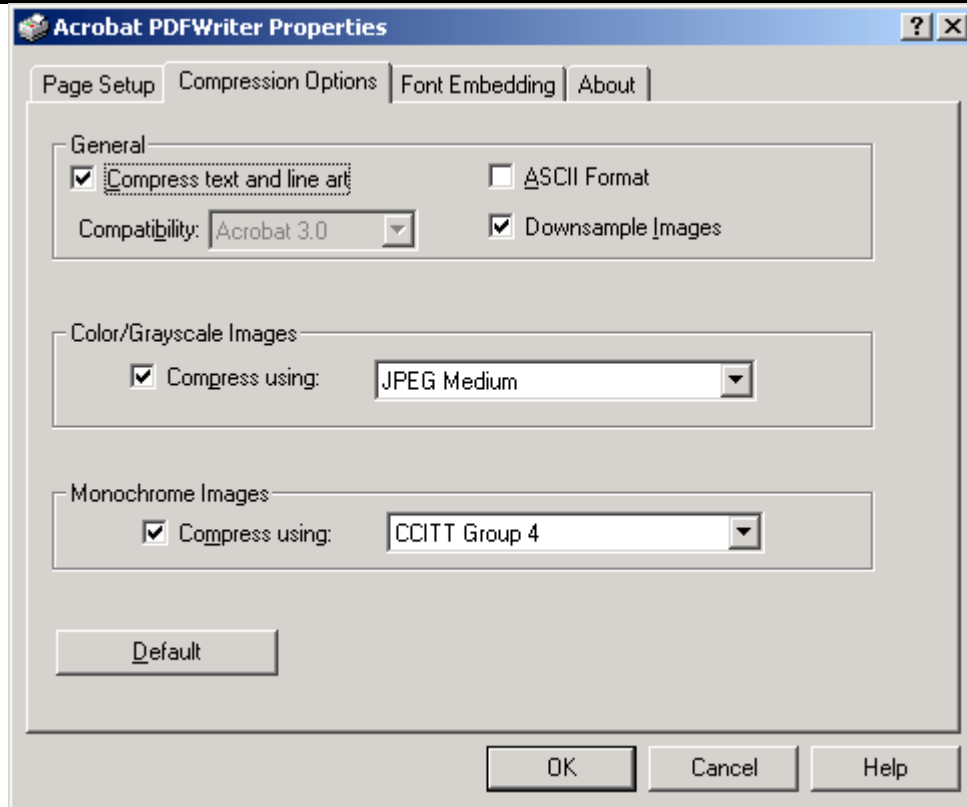
Choose **Document → Create All thumbnails**. A dialog box walks you through the process.

### ***Delete thumbnails***

**Document → Delete All thumbnails**

### ***Add Text Hyperlinks***

1. Go where you want to create the link. Click on the **Link** tool. (It looks like a chain.)
2. Begin drawing a rectangle around the text that you want to make into a hypertext link (hot).



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## Useful URLs

### General

[www.internetsourcebook.com](http://www.internetsourcebook.com)

[www.poorrichard.com/book/](http://www.poorrichard.com/book/) (This site is by the authors of the book noted in the **Bibliography** and has a whole lot of useful information.)

[http://www.yahoo.com/Computers\\_and\\_Internet/Software/Internet/Electronic\\_Mail/](http://www.yahoo.com/Computers_and_Internet/Software/Internet/Electronic_Mail/) (free email from Yahoo)

<http://thelist.internet.com/> (List of Internet Service Providers)

<http://rs.internic.net/> InterNIC home page: Register your own domain name.)

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

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

<http://www.webpagesthatsuck.com/> (The name says it all!)

<http://webreview.com/97/04/25/usability/> (User test your web site)

<http://www.go2net.com/internet/useless/> (The useless pages)

<http://www.randomhouse.com/features/davebarry/> Dave Barry site

<http://msdn.microsoft.com/workshop/> Microsoft Web resources

[http://www.yahoo.com/Computers\\_and\\_Internet/Internet/World\\_Wide\\_Web/Best\\_of\\_the\\_Web/Not\\_Really\\_the\\_Best/](http://www.yahoo.com/Computers_and_Internet/Internet/World_Wide_Web/Best_of_the_Web/Not_Really_the_Best/)

<http://www.botw.org/> (Best of the Web Awards)

[http://www.yahoo.com/Computers\\_and\\_Internet/Internet/World\\_Wide\\_Web/Best\\_of\\_the\\_Web/](http://www.yahoo.com/Computers_and_Internet/Internet/World_Wide_Web/Best_of_the_Web/)

<http://www.zdnet.com/pcmag/special/web100/> (PC Magazine's top 100 web sites)

<http://www.web500.com/categories/Links/links.htm>

<http://deadlock.com/promote/search-engines/how-they-work.html> Info on Search Engines

<http://home.netscape.com/computing/techresources/index.html?cp=cinwidg3a> Netscape web resources

<http://webbuilder.netscape.com/computing/webbuilding/powerbuilder/Authoring/> Netscape Web authoring support

<http://webbuilder.netscape.com/computing/webbuilding/powerbuilder/Programming/> Netscape Web Programming and Scripting

<http://webbuilder.netscape.com/computing/webbuilding/powerbuilder/Graphics/> Netscape Web graphics and design

[http://www.pcworld.com/heres\\_how/article/0,1400,11870,00.html](http://www.pcworld.com/heres_how/article/0,1400,11870,00.html) PC World: articles: Internet stuff

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<http://home.netscape.com/computing/websiteservices/index.html> Netscape services for Web creators: includes Web site garage

[http://www.webdeveloper.com/html/html\\_metatags.html](http://www.webdeveloper.com/html/html_metatags.html) Metatag tutorial

<http://www.vivid.com/> Site with very interesting graphics

<http://www.internetworld.com/print/1999/04/12/webdev/19990412-copyright.html>

Article on copyright law and the Web

<http://www.internetday.com/archives/050699.html> Web-building secrets

<http://www.hwg.org/resources/> Web resources

[http://websitegarage.netscape.com/P=nscp\\_sbs/O=wsg/wsg/scripts/states/start.cgi?banner=nscp\\_sbs&origin=wsg&page=/turbocharge/plus/index.html](http://websitegarage.netscape.com/P=nscp_sbs/O=wsg/wsg/scripts/states/start.cgi?banner=nscp_sbs&origin=wsg&page=/turbocharge/plus/index.html) Register your Web site

<http://forum.onecenter.com/> Free discussion forum

<http://websitegarage.netscape.com/experts/> Netscape's Web site garage

<http://websitesecrets.com/> Web site for the book of the same name

<http://www.intranetjournal.com/> Terrific information!

<http://www.fau.edu/netiquette/net/elec.html> Netiquette

<http://www.w3.org/People/Berners-Lee/> Homepage of Tim Berners-Lee, founder of the Internet

<http://webbusiness.cio.com/> From the publishers of CIO Magazine: an e-magazine for Web business professionals

<http://idm.internet.com/> Intranet Design Magazine

<http://www.killersites.com> David Siegel's *Creating Killer Web Sites*

<http://www.rheingold.com/> Howard Rheingold's *Brainstorms*

<http://www.pbs.org/plweb-cgi/fastweb?getdoc+pbsonline+pbsonline+13081+4+wAAA+internet%26%28internet%29%3Ahomepage%26%28internet%29%3Astation> PBS's series Life on the Internet

<http://www.hotwired.com/webmonkey/> This site has technical articles, tutorials, and opinion pieces...and doesn't take itself too seriously. You can also subscribe to Elbow Grease, the Webmonkey e-newsletter that alerts you to upcoming articles.

[www.JoeExpert.com](http://www.JoeExpert.com) From coffeeCup: "We surfed to the ends of the Net gathering over 20,000 pages about HTML, DHTML, JavaScript, Java, CGI, Free Images, and more. We also have Forums for every Web Design category."

## Organizations

<http://www.hwg.org/> (The HTML Writer's Guild)

<http://www.w3.org/> The World Wide Web Consortium

<http://www.webmaster.org/> Association of Internet Professionals

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Chicago Chapter: <http://209.235.36.41>

Silicon Valley Chapter: <http://sv.us.association.org/> <http://>

<http://www.iwanet.org/> International Webmaster's Association

<http://www.inria.fr/> Institut National de Recherche en Informatique en Automatique. In English, <http://www.inria.fr/welcome-eng.html> The French National Institute for Research in Computer Science and Control

<http://cra.org/> Computing Research Association

<http://www.bcs.org.uk/> the British Computer Society

### **Backgrounds and Graphics**

Julianne's Background Textures: <http://www.sfsu.edu/~jtolson/textures/textures.htm>

Pattern Land: <http://www.netcreations.com/patternland/index.html>

Texture Land: <http://www.meat.com/textures/>

The Virtual Background Museum: <http://www.teleport.com/~mtjans/VBM/>

The Texture chef: <http://geekbooks.com/textures/thetexturechef.htm>

[www.artchive.com](http://www.artchive.com) (Great works of art)

[www.artville.com](http://www.artville.com) (Business related drawings and clips)

[www.photostogo.com](http://www.photostogo.com) (Photos)

[www.wanderers2.com/rose](http://www.wanderers2.com/rose) [2.com/rose](http://www.wanderers2.com/rose) (Animated GIFS)

[www.mickifan.com](http://www.mickifan.com) (Disney clip art, videos, audios)

<http://www.arttoday.com/> (gives you free clip art.)

<http://www.art.com/> Art for sale

<http://www.webbyawards.com/submit/?ref=tipworld1> Register your site for the Webby awards

<http://www.aestheticweb.com/> Web design co. has free info

<http://www.w3.org/TR/WD-png-960221.html> WWW consortium's Recommendation of PNG formats

### **Personal Home Pages**

<http://www.geocities.com/> (Free web pages)

<http://www.freehomepage.com/> (Free web pages)

### **Browsers**

<http://www.microsoft.com/windows/ie/default.htm> (Microsoft Internet Explorer)

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<http://www.netscape.com> (Netscape Navigator/Communicator)

## HTML and Editors

[www.barebones.com](http://www.barebones.com)

<http://www.adobe.com/prodindex/pagemill/main.html> (Adobe PageMill)

<http://www2.imagiware.com/RxHTML/> (Dr. HTML)

## CGI/PERL

<http://www.cgi-free.com/> (CGI information)

[http://www.yahoo.com/Computers\\_and\\_Internet/Internet/World\\_Wide\\_Web/CGI\\_Common\\_Gateway\\_Interface/](http://www.yahoo.com/Computers_and_Internet/Internet/World_Wide_Web/CGI_Common_Gateway_Interface/) (CGI information)

<http://www.perl.com/pub/language/info/software.html> PERL Information

<http://www.worldwidemart.com/scripts> Matt's Script Archive

<http://www.extropia.com> Free scripts plus support for a fee.

<http://www.cgi-resources.com> Links to scripts, documentation, etc.

<http://www.awsd.com/scripts> Darryl Burgdorf's site; well-documented and easy to implement.

[www.perl.com](http://www.perl.com) huge site of PERL resources

<http://language.perl.com/faq/index.html> FAQ about PERL

## JavaScripts

<http://javascript.internet.com/> Has hundreds of Javascripts available. You can copy and paste them into the HTML code on your Intranet site, without a whole lot of effort.

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## Glossary

|                                  |  |
|----------------------------------|--|
| <b>Acrobat PDF</b>               | Adobe's Acrobat <b>Portable Document Format</b> files are platform independent. In other words, they look the same as the printed document on any computer with Adobe Acrobat Viewer.  |
| <b>ActiveX</b>                   | Microsoft's alternative to Java.   |
| <b>Applet</b>                    | A portable Java program.   |
| <b>Archie</b>                    | A system used to search for files at FTP sites.  |
| <b>ARPANET</b>                   | <b>Advanced Research Projects Agency.</b> A research network between 4 hosts launched in 1969.   |
| <b>Boolean Logic</b>             | Used to refine your search.  |
| <b>CGI</b>                       | <b>Common Gateway Interface.</b> The Interface that handles manipulating data generated by forms. It's also the basis for image mapping. The browser encodes data from fill-in forms into a URL or data packet, and sends it to the server. The server passes the data to a script or other program to process the data. |
| <b>Client-side objects</b>       | Programming objects that extend a browser's capability to process and support applications in HTML pages as "objects".   |
| <b>Digital Certificate or ID</b> | Binds the identity of a server or user to a pair of electronic keys that can be used for encrypting a and signing digital information.   |
| <b>Digital Signature</b>         | Functions like a handwritten signature does for printed documents. The signature in an unforgeable piece of data asserting that a named person sent the document.  |
| <b>DNS</b>                       | <b>Domain Name System.</b> A system for translating computer names into numeric Internet addresses.  |
| <b>Domain Name</b>               | Name that uniquely identifies your site, <a href="http://www.yousite.com">www.yousite.com</a> , and is the root of your home page's URL.   |
| <b>E-mail</b>                    | Short for electronic mail, a system in which messages can be sent across the Internet to an individual mailbox. Messages may take a few minutes to travel across the work.   |
| <b>Encryption</b>                | A method of transforming data into an unreadable form to ensure privacy.   |
| <b>Firewall</b>                  | Much needed hardware/software combo to keep unwanted hackers out of your Web Server.   |
| <b>Form</b>                      | Adds two-way communication to your HTML pages. Forms allow a user to enter information, provide a method to supply that information to a "back-end" program of your choosing and return results via a regular HTML page construction.  |
| <b>Gopher</b>                    | This system was supposed to revolutionize the Internet, taking a complicated command-line system and turning it into a   |

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|                      | simple menu system. Then came the Web, and gopher dropped out. There are still a lot of gopher site, though, and Web browsers can display them. .  |
| <b>FTP</b>           | <b>File Transfer Protocol</b> , one of the early software systems running on the Internet. This system allows you to transfer files between computers on the Internet. Although to a great extent it's been superseded by the World Wide Web (which also transfers files), there are still many FTP sites. When you set up a Web site you also get an FTP account so you can transfer files from your computer to your Web site. |
| <b>Home Page</b>     | Originally meant the page that a Web browser displays when you start the program or when you use the browser's Home command. Now it frequently means the main page at a Web site.  |
| <b>Host computer</b> | A computer connected to the Internet   |
| <b>HTML</b>          | <b>Hypertext Markup Language</b> : A system used for writing pages for the World Wide Web. HTML allows text to include codes that define fonts, layout, embedded graphics, and HyperText links.  |
| <b>HTTP</b>          | <b>HyperText Transfer Protocol</b> . Standard protocol a web server uses to deliver web pages.   |
| <b>Hypertext</b>     | A system by which electronically stored documents are linked together. The World Wide Web is the world's largest hypertext system, in which documents are viewed in Web Browsers. Pointing with the mouse at a picture or underlined text and clicking operates links. Using a link loads the document referenced by the link.   |
| <b>Inline</b>        | The state of an object that is embedded within HTML code.  |
| <b>Internet</b>      | A giant computer network connecting millions of computers and millions of people around the world. It's a public network, though many of the computers connected to it are also part of smaller private networks.  |
| <b>ISP</b>           | <b>Internet Service Provider</b> , someone who hooks you up to the Internet.   |
| <b>Java Applet</b>   | A small downloadable program written in Sun's Java language. Java applets can be anything from small animations to large programs.   |
| <b>JavaScript</b>    | The standard Web page scripting language, supported by most browsers.  |
| <b>Mailing List</b>  | Another form of discussion group. To read this type of group you just need your e-mail program.  |
| <b>Newsgroup</b>     | A discussion group. To read a newsgroup message, you use a program called a newsreader. Discussion groups are distributed by a system called <b>Usenet</b> , so they're often called   |

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|                      | Usenet groups.  |
| <b>NSFNET</b>        | Created in 1986 by the National Science foundation, served as the backbone for the Internet.  |
| <b>OLE</b>           | Object Linking and Embedding: the basis of Microsoft's ActiveX controls. It's a way for 32-bit Windows-based component objects to "talk" to each other.   |
| <b>Packet</b>        | A chunk of information sent over a network. /contains the destination address, sender's address, error-control information and data.  |
| <b>PERL</b>          | <b>Practical Report and Extraction Language.</b> Combines the best features of both low-level shell scripting languages as well as high-level languages such as C++. PERL excels at text parsing and manipulation. Unlike shell scripts, perl is a compiled language, in which compilation occurs at run-time. Compilation occurs each time a program is run. |
| <b>Plug-in</b>       | Software applications that enable the browser to support a specific file type, which the browser would other not recognize. (Browsers recognize Text/HTML, GIF and JPEG files.) Plug-in applications are installed on the client machine, and the browser looks for these applications during start-up.   |
| <b>Search Engine</b> | Web Site where you can look for particular Web sites.   |
| <b>Server</b>        | A computer and its software, Web server software, that "serves" the information to the client computers.  |
| <b>Sounds</b>        | Recordings in AU, WAV, and other formats.   |
| <b>Usenet</b>        | An informal group of systems that exchanges news. Usenet predates the Internet, but today, Internet is used to transfer most of Usenet's traffic.   |
| <b>UUCP</b>          | Unix to Unix Copy. File copying facility between Unix systems, on which mail and Usenet news services were built.   |
| <b>URL</b>           | <b>Uniform Resource Locator.</b> A Web address. It tells your Web browser exactly where to find a particular file. Stands for.,   |
| <b>Validation</b>    | The process of checking the validity of entered data.   |
| <b>VBScript</b>      | Microsoft's client-side scripting language.   |
| <b>Web Browser</b>   | A program that displays Web pages.  |
| <b>Web Host</b>      | If you don't have your own Web server, you find someone else to "host" your Web site.   |
| <b>Web Page</b>      | Also known as a Web document. It's a single document stored at a Web site. A single Web browser generally displays a single Web page at a time, though the window may be split into separate frames with a document frame. A Web page is  |

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|                       | stored in a single computer file with the .htm or .html file extension.  |
| <b>Web Server</b>     | This term can mean several things. It can be the software that manages one or more Web sites. When a Web browser wants to view a Web page, it sends a message to the Web server, which transmits the page back to the browser. The term can also refer to the hardware on which the software is running. |
| <b>Web Site</b>       | Generally, means a collection of associated Web pages. A single Web server may administer multiple Web sites.  |
| <b>World Wide Web</b> | A software system running across the Internet. The Internet is the hardware, and the Web is one type of Internet software. Other software systems include e-mail and FTP.  |

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*F:\engineering\webresources\adobeofficeweb.doc*  
<http://web.netapp.com/engineering/webresources/>

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