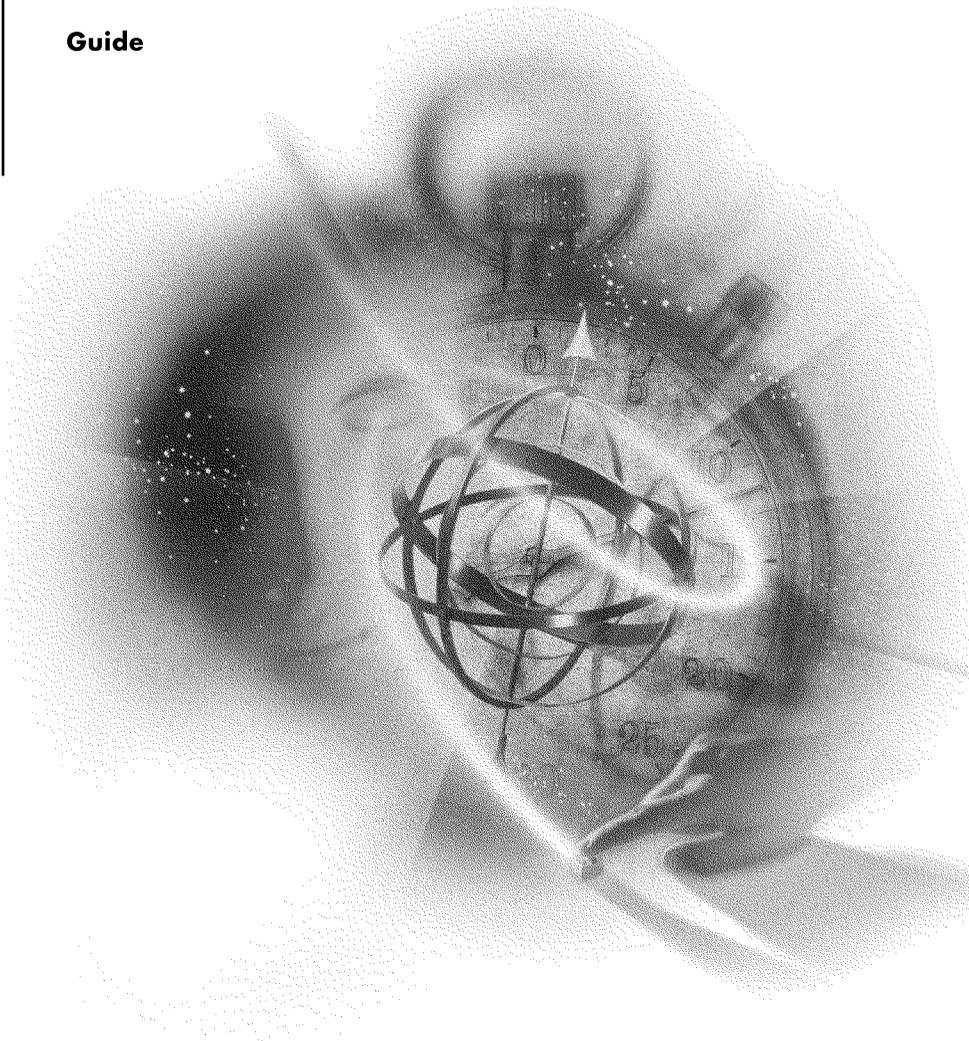


**User Solutions**

**Guide**



**Novell®**

**NetWare® 5.1**  
NETWORKING SOFTWARE

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# Overview

NetWare<sup>®</sup> 5.1 is more than a back-end service for file storage and networked applications. You can also use it to increase productivity, to communicate more effectively, and to take advantage of the software and services offered on your network. In addition, using NetWare 5.1 in conjunction with Microsoft\* Office 2000 makes publishing and collaborating on intranet or Internet documents simple and intuitive.



# 1

## User Solutions for NetWare 5.1

NetWare<sup>®</sup> 5.1 allows you to take advantage of Microsoft\* Office 2000 features that require back-end services, which includes Web-based services on the network. NetWare 5.1 also makes it easy for users to take advantage of company hosted resources and even to create their own Web presence.

### Web Publishing

A corporate Web site, or intranet, allows users or departments to publish information and make it available to the entire organization. Traditionally, the task of publishing information to a Web site was tedious, time-consuming, and primarily for those more technically inclined. But with NetWare 5.1 and Office 2000, anyone can create and publish information, transforming the Web into a central work environment for real-time collaboration and communication.

When you install Office 2000 Web Publishing, an object named Web Folders is added to the Microsoft Windows\* environment. In Windows NT\* 4.0 and Windows 95/98, Web Folders appears immediately after My Computer in the Windows Explorer hierarchical structure.

The Web Folders object contains shortcuts to Web sites. You can create, move, rename, and delete shortcuts in Web Folders. The shortcuts you add can include both a URL and a display name. In Windows Explorer, you can publish by dragging files to sites in Web Folders.

In Office 2000 applications, Web Folders gives you access to Web sites from My Computer, Windows Explorer, and the Open and Save As dialog boxes accessed from the File menu. With the Web Folders object installed, you can navigate within, open files from, and save files to Web sites.

Publishing content to an intranet is as easy as saving documents to a regular network file server. Office 2000 provides quick access to common publishing locations on your intranet through Web folders—shortcuts to Web servers that you create from your PC. You can easily add Web folders while working in any Office 2000 application through improved Open and Save options.

## Using Web Folders

Web Folders is displayed under My Computer or in the left pane of Windows Explorer, at the same level as your local and mapped drives. Since they can be accessed like a drive, you can perform the same functions to a Web folder that you can to a drive. This includes creating directories, viewing document properties, and performing drag-and-drop file operations.

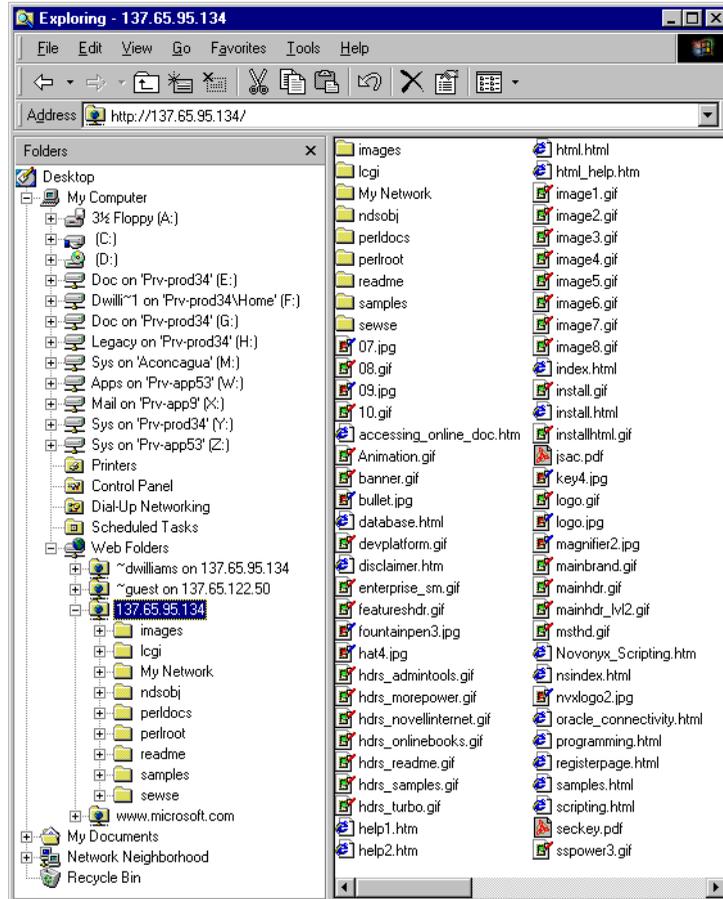
In Microsoft Office applications, the Open and Save As dialog boxes accessed from the File menu support Web Folders. This allows Office users to open or save documents on Web sites as easily as they open and save documents on a hard disk.

To create a Web Folder shortcut:

- 1** Open Windows Explorer or My Computer.
- 2** Select the Web Folders icon.
- 3** Select the Add Web Folders wizard.
- 4** Enter a valid URL, for example,  
`http://IP address or domain name`
- 5** Enter a shortcut name and login information.

Your Web Folders shortcut can be accessed by double-clicking the shortcut. Your Web site can be treated as a drive and the contents of your Web site will be displayed as you view the contents of any local or mapped drive. Your Web site can also become an alternative location for saving documents.

**Figure 1 Web Folders in Windows Explorer**



You can also quickly create a Web folder for an existing Web server location by typing the Web address in the File Name field of the Open or Save As dialog box. Any Web server address you enter is added to your Web Folders list.

After you have created a Web folder, you can save HTML or Office documents to your Web server from any open Office 2000 application.

To publish a document to a Web server:

- 1** In any open Office 2000 document, click **File > Save as Web Page**.
- 2** Click **Web Folders** in the Places bar.

- 3** From the list of Web folder sites, double-click the folder you want > double-click the location to which you want to save the Web page.
- 4** In the File Name field, type a name for your document > click Save.

When you save a Web page, all supporting files—such as bullets, background textures, and graphics—are automatically organized in a supporting folder. If you move or copy your Web page to another location, you will need to move the supporting folder so all links to your Web page remain intact.

## Creating Your Own Web Site

If you are a user on a network with a NetWare 5.1 server and have your own user directory, you can create your own personal Web site. This requires no administrative interaction.

To create a personal Web page, do the following:

- 1** Create a PUBLIC\_HTML directory in your personal directory.
- 2** Copy or create a Web page and place the INDEX.HTML file in this directory.
- 3** Access the Web site by entering the following in your browser:

`http://server name/~user name`

or

`http://IP address/~user name`

## Accessing and Managing Files on Web Servers

Once you have published documents to a Web server, you and your workgroup can easily find, view, and manage them using the same file operations you are accustomed to performing on a local hard disk or network file server.

To open Web pages through Office 2000 programs:

- 1** Click File > click Open > click Web Folders (in the Places bar) > double-click the Web folder containing the Web page you want to open.
- 2** From any application, click Open on the toolbar > enter the URL for the Web page you want to open.
- 3** In any open Office document displaying the Web toolbar, type the URL in the Address box.

To open Web pages through Windows Explorer, double-click the My Computer folder > Web Folders. You can then move, copy, rename, delete, and view properties for these folders and files as if they were on a regular file server. You can also drag and drop files between Web servers, between a Web server and a file server, or between a Web server and your hard disk.

## Using the My Network Folder

The My Network folder provides a central location on your NetWare server from which you can access network resources. This folder is available to workstations running any client for Novell networks, with a Web connection, and with either Internet Explorer version 5 or with Web Folders. Unlike the Network Neighborhood folder in Windows, this folder actually exists on your NetWare server instead of your workstation. This folder is also accessed through standard Web protocols. Because of these qualities, you can access the My Network folder from any Windows workstation that is attached to the Internet—anywhere in the world, and no NetWare connection or Novell Client™ is required.

Within the My Network folder, you will find your personalized version of the following items:

- ◆ Mapped Drive Web Folders

If your network administrator has set up mapped network drives for you that are normally visible at the client, you will be able to see those same directories as Web folders within the My Network folder. This will allow you to access your corporate applications and data remotely without the need for a Novell Client™ on your workstation.

Windows and DOS applications that require traditional drive mappings will not work in this environment.

- ◆ Personal Web Publishing Folder

When your login account was created on your Novell® network, your network administrator probably created a home directory (user directory) for you out on the network. This is typically mapped to drive F:\. To create your own personal Web site, follow the steps listed in [“Creating Your Own Web Site” on page 12](#).

You can control who can access your Web publishing folder by dragging and dropping user and group objects from your NDS® directory Web folders onto those folders.

- ◆ My Directory Tree Web Folder

This folder allows you to see the contents of your NDS<sup>®</sup> tree. In particular, you can see the users and groups that have been defined within your network. To view the properties of any object that you can see within the tree, double click its icon within the Web folder.

Your network administrator will probably allow you to modify only the properties of your own user object and your personal Web publishing folders. The rights to other users, groups, and Web folders are controlled by the network administrator.

- ◆ My Organizational Unit Web Folder

Your organizational unit Web folder contains user objects that represent all of your colleagues in your department as well as any group objects of users that your network administrator may have defined. The users and groups you find within this folder will also include the special user objects: [public] and [nobody].

Use the user and group objects within this Web folder to modify the access rights on your Web folders or any other areas in which the network administrator has given you access control rights.

## Using FTP to Transfer Files to Your Web Server

The File Transfer Protocol (FTP) provides a simple way to transfer files from your workstation to your Web server. NetWare 5.1 allows you to add, move, or delete files stored on a Web server just as easily as files stored on a hard disk.

There are three ways to use FTP to transfer files:

- ◆ Using the FTP command from the DOS prompt
- ◆ Using FTP from within your Web browser
- ◆ Using an FTP utility

All these methods are supported with NetWare 5.1, but also included is support for Web Folders. This is a new capability that allows you to save individual files directly to your Web server. This means that instead of having to save a file locally and then transfer that file to your Web server using FTP, you can now just save directly to a preconfigured FTP connection (your Web site) using Web Folders.

For more information on using Web Folders see [“Using Web Folders” on page 10](#).

# Participating in Newsgroups

A newsgroup is a forum where users can share ideas, collaborate, post questions, and receive input from other users. The NetWare News Server can host newsgroups that users can participate in.

As an alternative to exchanging e-mail messages or routing documents through inter-departmental mail or faxes, NetWare News Server allow users to discuss information, plans, or ideas from your news reader, such as Microsoft Express.

The NetWare News Server extends workgroup interactivity by organizing discussions by topics. This allows multiple departments working on different aspects of the same project to share ideas, show project status, answer questions, and so on.

## Accessing the NetWare News Server

Ask your network administrator if the News Server has been installed and configured. You will need a news reader, which is included with Microsoft Outlook Express.

To access the News Server from Outlook Express:

- 1** Click Tools > Accounts.
- 2** Select the News tab > click Add > click News.
- 3** Enter the display name, which is what will appear in your list of newsgroups.
- 4** Enter your e-mail address, used for correspondence in news messages.
- 5** Enter the address of the News Server.

This can be an IP address, the name of the server, or a public newsgroup address.

- 6** Specify logon information as required.
- 7** Click Finish to display a list of all your newsgroup accounts.
- 8** Click Close.

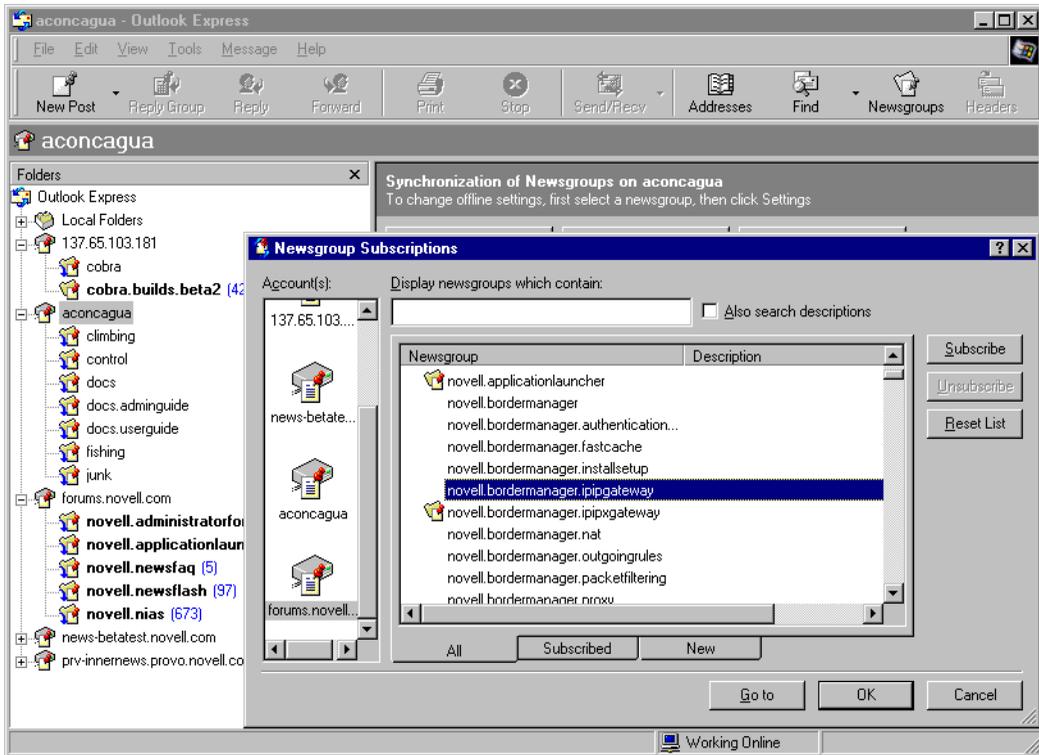
You will be asked if you would like to download the newsgroups from the newly created account.

- 9** Click Yes.

- 10** Subscribe to the desired groups by double-clicking the newsgroups you want to participate in.
- 11** Click OK to return to Outlook Express.

The following figure shows Outlook Express being used to access newsgroups hosted on a NetWare 5.1 server.

**Figure 2** Outlook Express



## Participating in Newsgroup Discussions

To participate in a newsgroup:

- 1** Open Outlook Express > click the news server you want to access.  
News servers and groups are displayed in the left Folders pane.
- 2** Click a message to view it in the bottom preview pane.

**3** Double-click the message to open it, access file attachments, or reply.

News reader programs have different features and capabilities, and NetWare News Server supports them. Contact your network administrator for access to your company's newsgroups.

You can also access the Novell public newsgroups using [forums.novell.com](http://forums.novell.com) as the newsgroup address.

## Searching Your Intranet

Trying to locate information published by another department on your intranet formerly required that you search each department's site individually.

NetWare 5.1 has changed that requirement. The NetWare Web Search Server allows you to search your entire intranet at once.

The NetWare Web Search Server compliments and extends the functionality of the search capabilities already present in NetWare Enterprise Web Server. The two search alternatives are described below.

### Using the NetWare Enterprise Web Server Search Engine

The NetWare Enterprise Web Server search engine can search a single site. This is the type of search provided by all Web sites today. To search multiple sites, you must go to each site and execute a search on each one.

To search a single site, access the site's search button, or enter the URL followed by **/search**. For example, enter **<http://www.novell.com/search>**.

### Using the NetWare Web Search Server

The NetWare Web Search Server allows you to search multiple sites with a single search query. This is an extremely valuable tool for searching an entire company's intranet for a specific piece of information, saving the time and hassle of having to search each site individually.

To perform a search across multiple sites, point your browser to the URL where the default search template is stored (default is **<http://server.name/novellsearch>**) and run a search query on the contents of the root Web directory. For example, enter **<http://www.novell.com/novellsearch>**.

The following figure shows the default Web Search interface.

**Figure 3 The Default NetWare Web Search Interface**



With either search tool, you can perform a simple or an advanced search.

**Simple Search.** Enter the URL for the search form > type one or more words in the Search field > click Find.

**Advanced Search.** For more precise searches, you can take advantage of search operators, search proximity, and wildcard capabilities. Search operators include AND, OR, NOT, plus exact phrase or same sentence operators. The search proximity allows you to search for two words within a specified proximity of each other.

## Participating in Audio and Visual Network Broadcasts

NetWare 5.1 supports multimedia feeds over networks. This means you can listen to audio and watch video feeds over the network. Or you can have computer-based tutorials for education, entertainment, or business purposes. The NetWare MultiMedia Server supports the following file formats:

- ♦ WAV – Windows Wave format sound file.
- ♦ MP3 – MPEG-1 layer III. One of the best compressed audio formats available.
- ♦ RM – RealAudio file extension. RealAudio is a common Internet audio and video format, which supports streaming and live Webcasts.

To play the multimedia files being broadcast on your network, you need to install the player software, RealPlayer G2. RealPlayer G2 is a free, downloadable utility from [RealNetworks Inc. \(http://www.real.com\)](http://www.real.com). To play MP3 files, you have to install [DirectShow for RealPlayer \(http://bitcasting.com\)](http://bitcasting.com).

To play multimedia files from the server:

- 1** Launch RealPlayer G2 on the workstation.
- 2** Click File > Open Location.
- 3** Type the location of the multimedia file, as shown in the following example:

```
rtsp://server_name/cathay.rm
```

where *server\_name* is the network name of the MultiMedia Server.

- 4** Click OK.

Similarly, you can also play WAV and MP3 files by specifying their path as shown above.



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