

HORIZON NEWSLETTER

Informing Businesses Using Computers

July 2001

New Domain Names

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.Biz and .Info

New top-level domains are soon to be available. **Try to get yours before it is too late!**

What is a top-level domain?

By now, everyone has heard the expression, "dot-com". That is a top-level domain. The new top-level domains that were authorized are . . .

- **.biz** (solely for businesses)
- **.info** (sites that provide information: companies or individuals)
- **.name** (individual sites)
- **.pro** (exclusively for professionals: lawyers, doctors, accountants)
- **.aero** (legitimate members of the air transport industry)
- **.coop** (business cooperatives: credit unions, etc)
- **.museum** (cultural and scientific heritage)

Who Controls Authorization?

The *Internet Corporation for Assigned Names and Numbers* (ICANN) is the organization responsible. If you can't pronounce "ICANN", just substitute the word "IDIOTS" (at least my opinion).

After a controversial meeting in the summer of 2000, on November 16, 2000 they finally authorized the above list. The new extensions won't actually become available until sometime late in the year 2001.

This is the first change since 1985, when the common top-level domains, also referred to as "web extensions" have been . . .

- **.com** (for businesses or general use)
- **.org** (nonprofit organizations)
- **.gov** (government)
- **.edu** (educational institutions)
- **.net** (Internet Service Providers)

If you have tried to get a domain name lately, you may have discovered that just about every combination using a dot-com extension has been taken. Therefore, the ICANN group decided other web extensions should be made available. This makes sense. What doesn't make sense is the list they came up with.

The first four, biz, info, name and pro, seem responsible. But why the last three? In my opinion, breaking down businesses into separate categories would have been more logical. Why not use

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standards like manufacturers, wholesales, retail, etc. These categories certainly represent larger groups than aero, coop and museum. But my opinion doesn't matter as we are stuck with the IDIOTS, oops ICANN's decision.

Registry vs. Registrar

To help understand the difference . . .

A Registry is a **database of top-level domains**. This includes

- what names are registered
- who registered them
- what servers each name should point to, i.e., the unique IP address

A Registrar is a business that enables you to register a domain name. The Registrar checks the Registry to see if the name is available.

Until recently there was only one Registrar, which made life simple. Now there are several. Domain names are intended to be reserved on a first-come basis. **The current problem is when you register a new domain name using one of the new extensions with one of the registrars, there is no common database for the new web extensions to check to see if someone else has attempted to reserve the name.**

How to register

The registrars are accepting requests, which will eventually be submitted to a lottery for selection. This results in a "no guarantee" situation that your request will be accepted. The consensus is the first company that submits stands a better chance.

The registry database for the new extensions is expected to be up and running by the end of 2001. At that point, reserving and confirming the acceptance of a domain name will be immediate.

Until then, we strongly recommend you submit any requests for new names as soon as possible in the hopes that you are successful.

This is a great opportunity to attempt to reserve specialized or generic domain names other than your own company name.

We recommend using the original registrar, Network Solutions, which is now owned by Verisign. They charge \$5 for each name that is submitted. You only pay for the actual registration fee, when and if the name is accepted.

By careful of registrars that charge a higher or full fee for submitting names

Where Was I



When working with a large document, have you ever wanted to **return to the section you last made changes to?** You can easily do this using Shift + F5.

When you enter **Shift+F5**, Word will **jump to the last place you made changes**. If you repeat Shift+F5 again, you will jump to the next previous edited section.

Word tracks this up to three places you have typed or edited in the document.

This also works when you re-open a document. You can jump to where you left off when you last saved and closed the document.

Word Document Map

When working with a large Word document, do you find yourself doing a lot of scrolling to review or find different sections of the document? Save yourself time by using a handy feature that allows you to view an outline of a large

document.

To view a document map there are two methods...

- 1) Click on **Document Map** in the **Standard toolbar** OR
- 2) Click on **View** and then **Document Map**

The Document Map pane will open displaying any items in your document that have outline level styles assigned. Typically outline levels are assigned to heading and title styles.

When you click on a selection in the Document Map pane, Word automatically jumps to that section of your document. Much faster and easier than scrolling.

Office Clip Art



Having you been looking for more clip art? Have you looked on the Microsoft Office CD?

When the Microsoft Office Suite is installed it only installs a small portion of clip art that is contained on the CD. There are hundreds of JPEG photographic images on the CD.

To access these images look in the folder **Clipart\Photos** on the CD.

The graphics in this newsletter are some examples.

Outlook Journal

Outlook provides the ability to automatically record log entries in the Outlook Journal of **activity that occurs with in all applications of the Office suite**. Most users don't ever use the journal.

By default the option to capture activity to the journal is turned on. If you don't use the journal, you want to turn off the feature for two reasons.

First, **it slows down the performance of all Office applications**. This is especially noticeable when you open and close Outlook. Have you ever wondered why it takes so long to open and close? It can even cause delays when opening other Office documents or databases.

Second, it creates excessive data.

Turning off

Within Outlook from the menu bar...

- Select the **Tools**
- Select **Options**
- Click on the **Journal Options** button on the Preferences

property sheet.

- **Clear all check boxes** in the Also Record Files From list box.
- Click **OK's** and automatically journal recording is turned off

Visa & Master Card

Did you know that we now accept VISA and Master Card? We have had requests in the past where customer's wanted to use a credit card for purchases, especially those of you who like to accumulate air miles. Now you can!



Also, make us your first choice for buying hardware or software products. We have over 100,000 items available. **If we are not the lowest price or if we know where you can buy a product at a lower cost, we will let you know.**

On orders over \$600, there is no shipping charges.

We provide hardware and software products to our customers mainly as a service and

convenience. Our markup is very low. The more volume we put through, the better our discount which results in lower costs to you.

Testimonials

We would like to list some customer testimonials on our web site. If you would like to

contribute some comments that we can use, we would greatly appreciate it. You can fax them to 630-941-9338 or Email them to roger@ahinc.com.