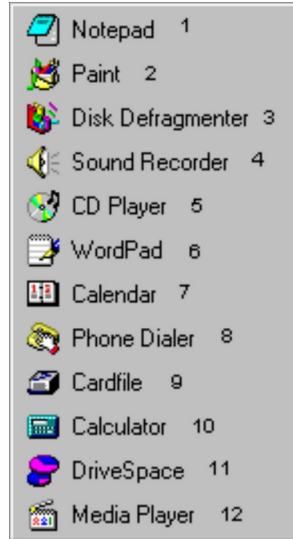


The Improv Presents Windows 95 for the Technically Challenged by Graphix Zone

Accessories



Accessories are a variety of simple and useful programs in Windows 95. To access them, click on the **Start button** and select the **Programs** menu. Then select Accessories.

You can use the **Notepad (1)** to keep simple notes. The **Paint (2)** accessory allows you to create and edit clip art to use in text documents or as a stand-alone graphics.

The **Disk Defragmenter (3)** accessory reorganizes the empty data clusters on your hard disk so it will record data more efficiently and programs will run better.

The **Sound Recorder (4)** accessory allows you to record and edit sounds with your computer. The **CD Player (5)** accessory allows your computer to play back normal audio CD's through the speakers.

The **WordPad (6)** accessory is a word processing program that can be used for making quick documents.

The **Calendar (7)** accessory displays a clock and a monthly calendar with the current date highlighted. The calendar can be scrolled through backwards or forwards. The **Phone Dialer (8)**, when connected with a modem, acts as a speed dialer. You input the numbers you call most often, then dial the connection by pressing just one icon. The **Cardfile (9)** accessory acts as an electronic index card file. The **Calculator (10)** accessory can operate as a standard or scientific calculator.

The **Drive Space (11)** accessory tells you how much space is available on a particular drive. The **Media Player (12)** accessory allows you to play multimedia files.

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Graphix Zone 800-828-3838

