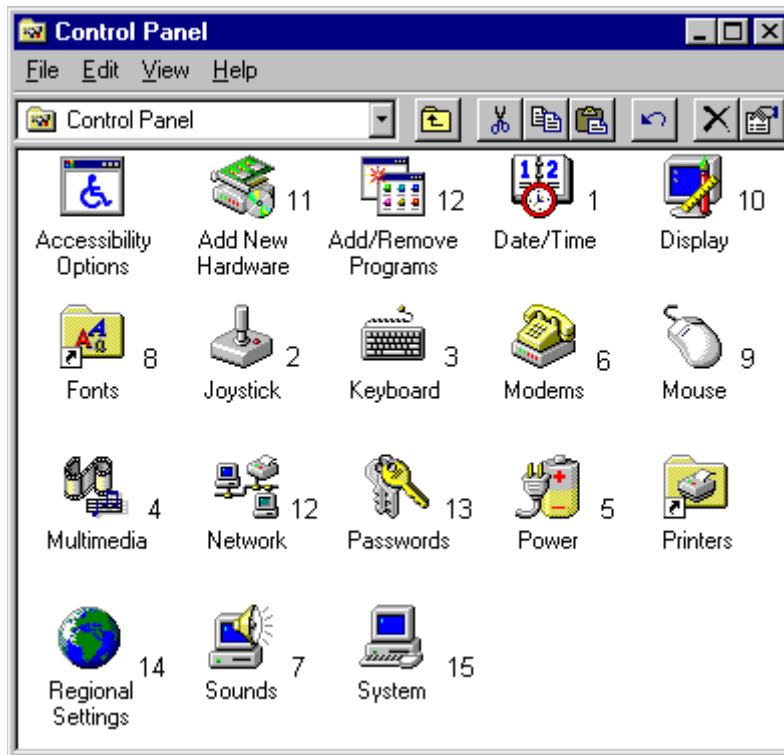


The Improv Presents Windows 95 for the Technically Challenged by Graphix Zone

Control Panel

You can access the **Control Panel** by clicking the **Start** button, highlighting **Settings**, and then clicking on the **Control Panel**.



The **Date/Time (1)** icon allows you to set the **date**, the **month**, and the **year**. To save the changes without exiting the window, click on the **Apply** button. To set the **time**, click on the Date/Time icon, then type in the current time. Or, select the time with your mouse and use the up and down arrows next to the time text box. Select AM or PM by also using the arrows. Select your **time zone** from the drop-down list box by highlighting and clicking your zone. Click OK to exit.

Select the **Joystick (2)** icon to help you **install**, **configure** and **test** your joystick.

The **Keyboard (3)** icon opens a dialog box to test the **Repeat Delay** and **Repeat Rate** which are adjustments in the keyboard's response to your typing speed. The **Language** tab loads the language and keyboard layout for the language of your choice.

The **Multimedia (4)** icon allows you to configure the following: **Audio**, **Video**, **MIDI**, and **CD Music**. The **Audio** tab lists the audio hardware available on your computer, such as a sound card. The **Video** tab lets you define the way your video files will be played on your screen. The **MIDI** settings allow Windows 95 to recognize your instruments when running MIDI software under Windows 95. The **CD Music** tab lets you control the volume of your audio CD's. And finally, the **Advanced** tab allows you to add and remove Multimedia device drivers.

Click on the **System (15)** icon to get information about your PC, **set device drivers**, and to **perform technical functions**.

The **Power (5)** icon provides **Power Management** for portable computer users. In the properties dialog box, the **Power Management** list displays the settings used by your computer. Click on **Advanced** to use additional power-saving features provided by Windows. Click on **Standard** to use the power-saving features provided by your computer. You can also click **Off** to turn off all power-saving features.

Click the on the **Modem (6)** icon to have Windows 95 set up your modem.

To assign a sound to a Windows event, such as minimizing a window or emptying the Recycle Bin, click the **Sounds (7)** icon, and select an event from the list in the **Sound properties dialog box**. Then choose a sound name from the drop-down list below. To hear the sound you've chosen, click on the **Preview** button.

Click on the **Fonts (8)** icon to open **Fonts folder**. Select **Install New Font** from the File menu. You can also add additional fonts to your folder from a disk. Click on the **Close** button to exit.

Click on the **Mouse (9)** icon to customize your mouse. To change the appearance, click on the **Scheme** list box. Browse and double-click on the filename of a different pointer. Here you can also **change the mouse for right- or left-handed** use.

The **Display (10)** icon controls different sets of options for your monitor. Click on the **Display** icon. The small sample screen at the top of the Properties Sheet lets you see how the changes will look before you decide to keep them.

With the **Background** tab, you can select a two-color pattern that is displayed on the desktop. Change or create a new **Pattern** by clicking on the **Edit Pattern** button. Edit the **Pattern** by clicking inside the pattern box. Clicking on a pixel changes its color. The box on the right shows you how the changed pattern will look. When you've finished editing, click on the **Change** button to save the changes you have made to the pattern. Type in a new name and click the **Add** button to add a new pattern to the list. Remove a pattern by clicking on Remove. Click on **Done** to close the editor. Click on **Yes** to save the pattern when the dialog box appears.

The **Wallpaper** selection is more elaborate than the **Pattern** selection since you can display bitmapped pictures and designs on the Desktop. You can display Wallpaper two ways: 1) **Tiled** Wallpaper repeats a pattern, covering the entire Desktop; 2) **Centered** wallpaper places a picture in the middle of the Desktop leaving the Desktop color around it. Choose the Wallpaper you like, and click on either Tile or Center. Notice the difference on the sample screen. To apply the changes to your Desktop, click the on the **Apply** button which becomes active whenever changes are made.

To view a **Screen Saver**, first click on the Screen Saver tab. Choose a screen saver by clicking the **Screen Saver** drop-down list, highlighting your choice and clicking on it. Your selection will appear in the sample screen. By changing the number of minutes in the **Wait** text box, you specify the amount of time that lapses before the Screen Saver activates. Now click on the **Settings** button. Click on **OK** to save changes and exit.

You can change the appearance of various components of your Desktop with the **Appearance** tab. The upper half of the Appearance property sheet displays the components with samples of the color **Schemes** and **Fonts**. You can choose from pre-defined color schemes by

making a selection from the Scheme drop-down list. Access the color palette by clicking on the **Color** box. After you've modified the settings, click on **OK** or **Apply** to apply your new settings to the Desktop. Click on **Save As** to save modifications as a new scheme.

The **Settings** tab allows you to control the features of your monitor display hardware. The effect of the Settings will depend on your type of display adapter, video driver and monitor you are using. Click on **OK** to exit.

The **Add New Hardware (11)** icon can automatically detect new hardware on your system and install it. Or, you can manually install a device by selecting the device from a list in the properties box. After you select the device to be installed, Windows performs a detection and guides you through the steps of configuration, if necessary.

The **Install/Uninstall tab** under **Add/Remove Programs** will take you through the steps of installing new software applications onto your system. To perform an installation, click on the Install button. Applications which have already been installed are displayed as checked items in a list box. By checking one or more boxes, additional program modules can be added from the installation disks or CD-ROM.

A list box at the bottom of the property sheet displays programs that Windows 95 can automatically remove from your system. This is accomplished by clicking on the name of the program you want removed, and clicking the on the **Add/Remove** button. Click on **Cancel** to exit.

Windows accessories and enhancements which can be used to customize your system are available in the **Windows Setup** tab. By clicking on the **Details** button, a list of additional components including **System Utilities**, **Games**, **Calculator**, and **Screen Savers** is displayed. To access these components, click on the **Startup Disk** tab.

The Startup Disk tab can be used to create special disks which can be used to start Windows in the event of a system crash or if you have trouble starting Windows. Clicking the **Create** button will guide you through the necessary steps.

The **Network (12)** icon is for the users who are connected to a network. You can install and configure **network adapters**, **protocols** and **user services**.

To set passwords in Windows 95, use the **Password (13)** icon. This **limits the access others** have to the Windows 95 settings on your computer.

The **Regional Settings (14)** icon will automatically change the settings on the **Number**, **Currency**, **Time**, and **Date** tabs to match those used in your geographic region. The settings can affect the way programs display dates and currency symbols.

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