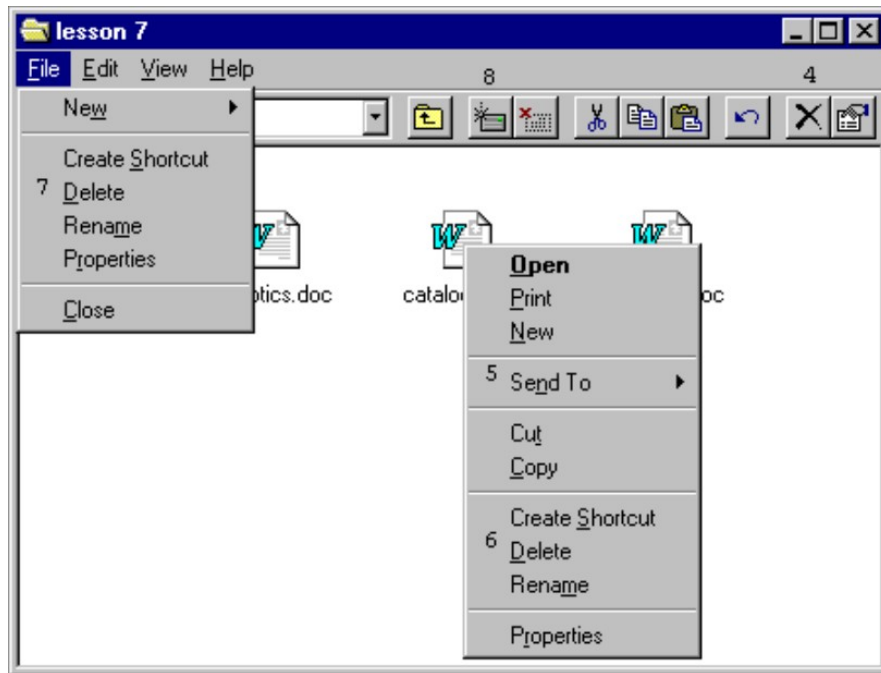# The Improv Presents Windows 95 for the Technically Challenged
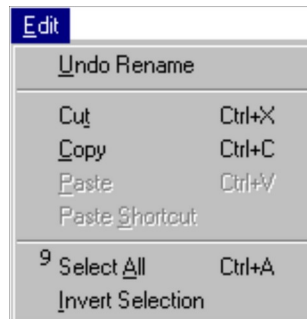## by Graphix Zone

Moving Files, Locating Drives

There are multiple ways you can organize and customize your files via their icons in Windows 95. This can be done with either the mouse or the keyboard.

Moving your mouse over an icon in a window and left-clicking highlights the icon. After it is highlighted, you can right-click the mouse to bring up a menu of options. One option is **Send To (5),** which allows you to send the highlighted file to drive A or the Briefcase. Another option is **Delete (6),** which will send the file to the **Recycle Bin**. You can also delete highlighted items by selecting **Delete (7)** under the **File menu**.
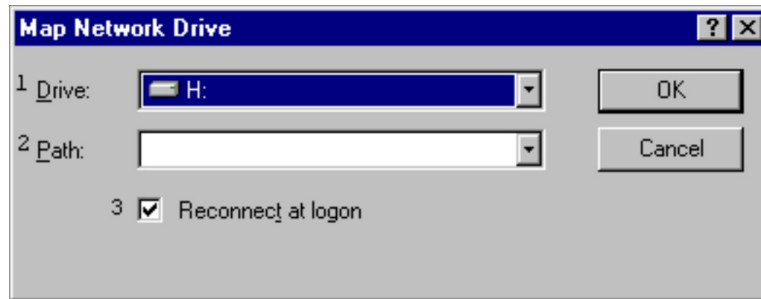

Under the **Edit menu** is the **Select All** function **(9),** which allows you to highlight all the icons in the window. This allows you to move or delete many files at once.

Another feature of a window is the **Toolbar.** On the **Toolbar** are various icons including the **Delete (4)** and **Map Network Drive (8)** icons.

Use the Delete icon to remove highlighted items.

The Map Network Drive icon is very useful to those on a network. If you left-click on the Map Network Icon, a dialog box opens with three options.

The first option is a drop-down menu for choosing the **Drive (1)** you wish to connect to. The second is another drop-down menu that allows you to choose the **Path (2)** for the drive. After you have chosen the Drive and Path, you can check the **"Reconnect at logon" box (3)** to have your PC maintain a connection to this drive and path, even after you log off.

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