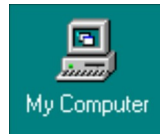


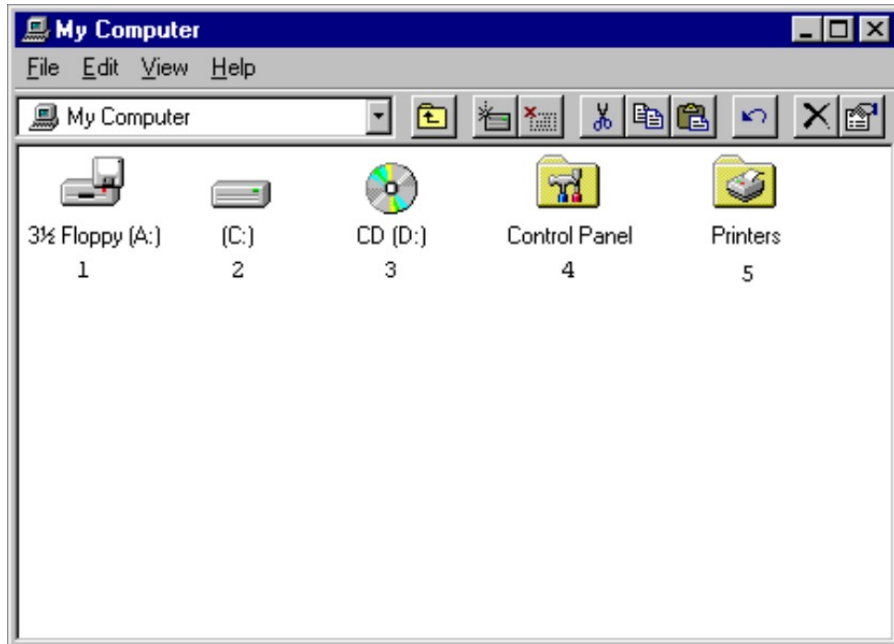
The Improv Presents Windows 95 for the Technically Challenged by Graphix Zone

The Desktop

On your desktop are three icons: **My Computer**, **Network Neighborhood**, and the **Recycle Bin**. All three can be opened by double-clicking on them.



The **My Computer** icon opens up to a window that displays your **Floppy Drive (1)**, **Hard Drive (2)**, **CD-ROM Drive (3)**, any Network Drive connections, **Control Panel (4)** folder, and **Printers (5)** folder icons.



From here, you can double-click on any one of these icons to access the related drive and display its contents. You can also move files and display the **Properties** of each drive, as well as access your Printers and Control Panel folders. Create **Shortcuts** to these areas by dragging the icons to your Desktop.

The **Network Neighborhood** icon allows you to view all available networks by double-clicking on the icon, assuming your PC is networked. From here you can also map out and connect to other drives on the network.

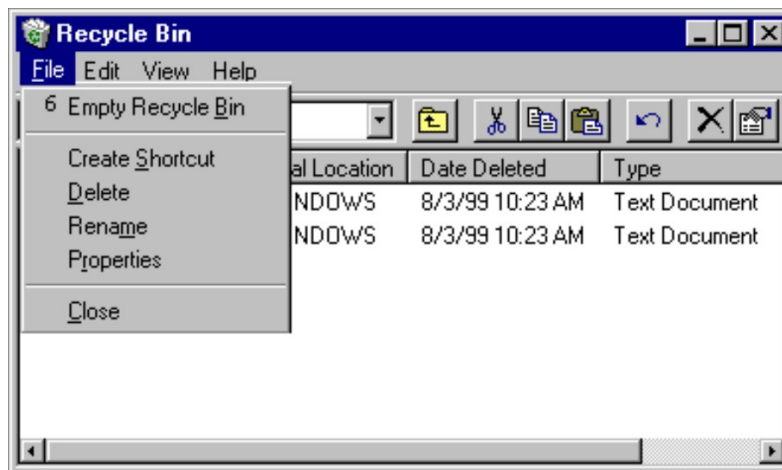


The **Recycle Bin** is one of the big new features of Windows 95. When you delete a file or program, it is moved to the Recycle Bin. Objects can be put here one of two ways: 1) **drag & drop** or 2) with the **keyboard**.

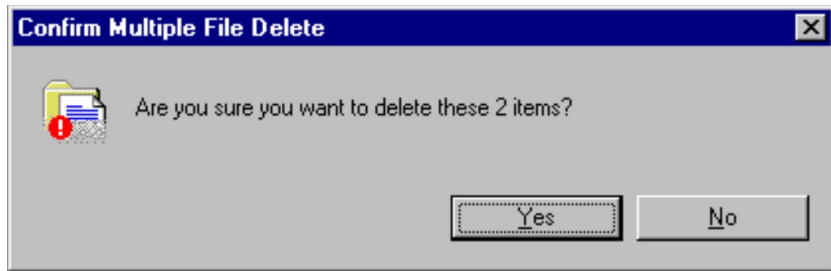


If you move the mouse over the icon of the item you wish to delete, then click and hold down the left mouse button, you can drag the item to the Recycle Bin on the Desktop, then release the mouse button to drop the item into the Recycle Bin. The computer will display a dialog box, showing the file being moved. In this dialog box is a **Cancel** button, which, when clicked, allows you to cancel the removal.

Once objects have been moved to the **Recycle Bin**, you can double-click on the Recycle Bin icon to view what files are there waiting to be deleted. If you have put a file there by mistake, you can drag & drop it back to the location you desire. To delete the files from your drive, open the **File menu** and select **Empty Recycle Bin (6)**.



Once selected, the computer will display a dialog box asking you to **Confirm** that you want to delete all the files in the Recycle Bin. Click on **Yes** and the computer will display an animation of the files coming out of the **Recycle Bin**, letting you know they are being permanently removed. If you click on **No**, the files will remain in the Recycle Bin.



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