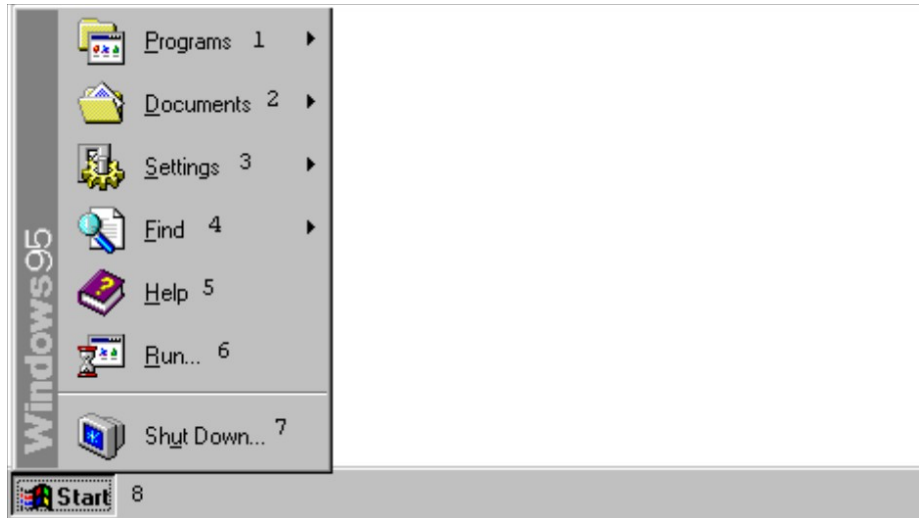


The Improv Presents Windows 95 for the Technically Challenged by Graphix Zone

The Start Menu

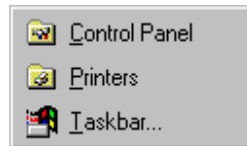
The **Start menu (8)** is a new function of Windows 95. It allows you to quickly access all areas of your computer: **Programs (1)**, **Documents (2)**, **Settings (3)**, **Find (4)**, **Help (5)**, **Run (6)**, and **Shutdown (7)**. These are all found by left-clicking on the Start menu icon, located in the left corner of the **Taskbar**. This will bring up a pop-up menu. Drag the mouse to the function you want, then either left-click to activate or drag to the right to open sub-menus.



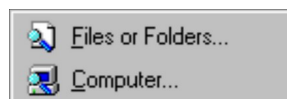
The **Programs (1)** menu is where you find **Shortcuts** to programs located on your hard drive or your network. This makes for quicker access to your favorite programs. Just **drag** to the program you want and **left-click**, instead of opening multiple windows to find a program.

The **Documents (2)** menu lists the last 15 documents that have been open on your PC. By left-clicking on a particular document's Shortcut in the list, it will open up in the program it was created in. For example, a .DOC file with a Microsoft Word icon will be opened in Word.

The **Settings (3)** menu allows for quick access to the **Control Panel** folder, **Printers** folder, and the **Taskbar** Properties dialog box.

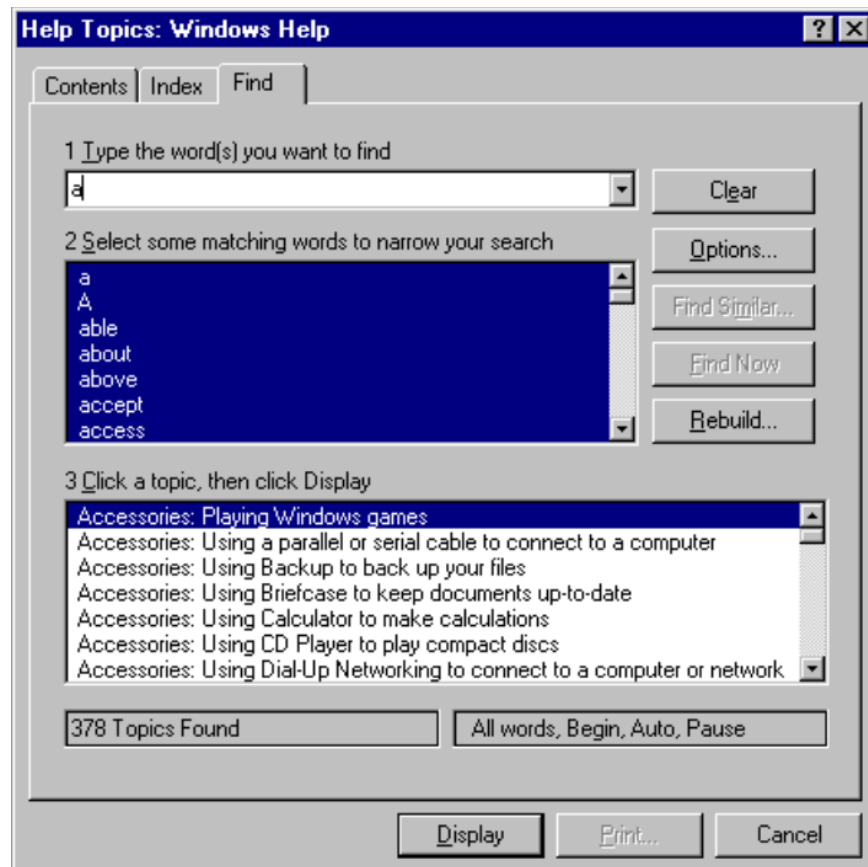


The **Find (4)** menu allows you to find either **Files or Folders...** or another **Computer...** on the network.

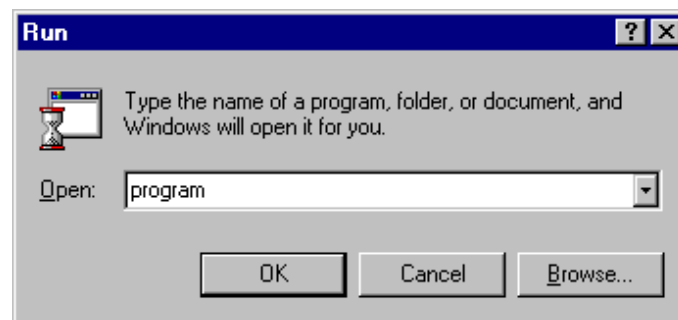


Once an option is selected, a **Find dialog box** opens. There, you enter the **name of the file** you are looking for and the **drive you want to search**. Select **Find Now** and the computer will scan that drive and show a list of files that match.

The **Help (5)** button allows you to access the Help window when left-clicked on. Here you can find information on all areas of your computer. First, **type in the words you want to find** in the **Help Index**. Next, select some **Matching Words**. Third, pick a **topic** from the list you want to display. Click on **Display**.



The **Run (6)** button, when left-clicked, opens the **Run dialog box**. This allows you to either **type in the name** of the program you want to Run or **Browse** through your Drives to find the one you want.



The **Shutdown (7)** button, when left-clicked, brings up a dialog box giving you a variety of choices, from **Shut down the computer** to **Close all programs and log on as a different user**. To choose an option, click on the **radio button** next to the selection, then click on **Yes**.

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