

# Using Beginner's Guide to the Internet

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## **Search for a file**

To search for a file, type the text to search for in the Search Box on the main screen, or press the Search Button and a Search Prompt will appear. Type a key word, such as "modem" and all of the file descriptions containing the key word, "modem" will be displayed.

Select "Goto" to display the listing of the matching file.

## **Viewing a file**

To view a file, select a file using Search or by selecting from the Main Window. Press the View Button or select View from the menu. The file will be displayed in the View Window.

## Running a program

Some of the files on Beginner's Guide to the Internet are executable programs. When a program is selected in the Main Window, the two areas at the bottom of the screen will display a brief description of the file, and all of the files in the programs directory.

Double-click or press <ENTER> while the program is highlighted to run.

## Copying a file

To copy a file from the CD, select a file in the Main Window. Press the Copy Button or select Copy from the menu.

A prompt will appear asking for a destination drive and sub-directory to copy the file to. The destination directory will be created if it does not yet exist. Press OK to copy the file.

## **Printing a file**

To print a file, select a file in the Main Window. Press the Print Button or select Print from the menu.

## Running Zip Menu

Some of the files on Beginner's Guide to the Internet are "zipped" (a type of file compression). To access these (\*.zip) files, a program which expands these files is included on the CD. Select "Zip Menu" from the Main Menu or press the "Run Zip Menu" button on the toolbar.

**Zip**



**jump7**

**jump8**

**jump9**

**Title**



