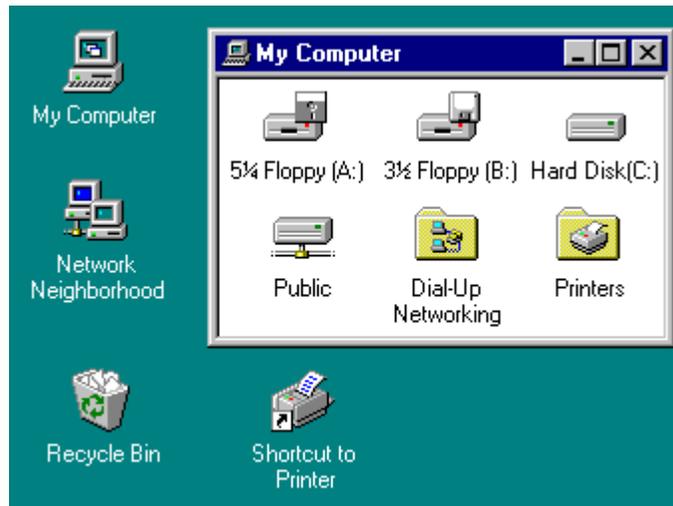


### How different is the desktop?

The Windows desktop differs from the Macintosh in several ways.

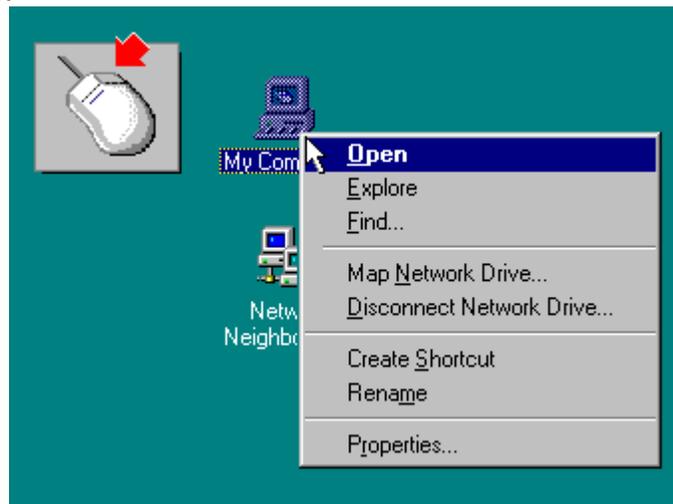
- Your disk drives are not on the desktop but are easily accessible by double-clicking the My Computer icon. Then, double-click the drive whose contents you want to view.
- You can put shortcuts to programs and documents directly on the desktop for easy access. Shortcuts are like aliases on the Macintosh.
- Deleted files are moved to the Recycle Bin. You can double-click the Recycle Bin icon to see its contents (or to restore any files). To delete a file or program permanently, click the File menu, and then click Empty Recycle Bin.



### Why does the mouse have two buttons?

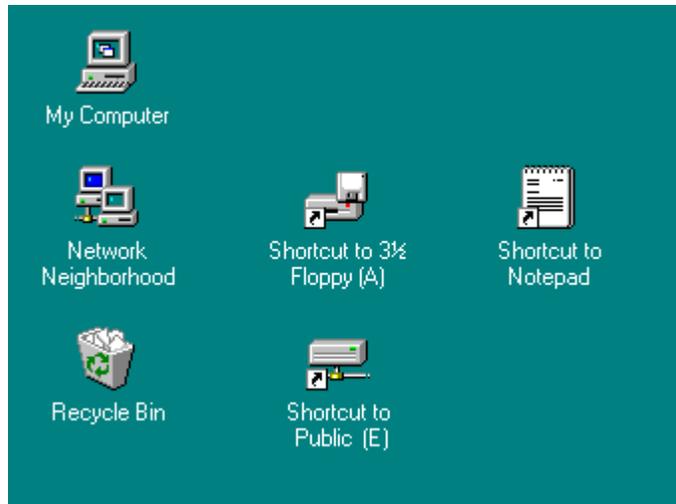
Use the left button, the primary button, for most tasks, unless the right button is specified in a Help procedure.

The right button enables you to quickly accomplish common tasks. If you click an item by using the right button, a menu is displayed containing commands specific to the item. People who are more comfortable with Windows will find this useful. If you are less comfortable with Windows, you can still use the left button and menus to complete these same tasks.



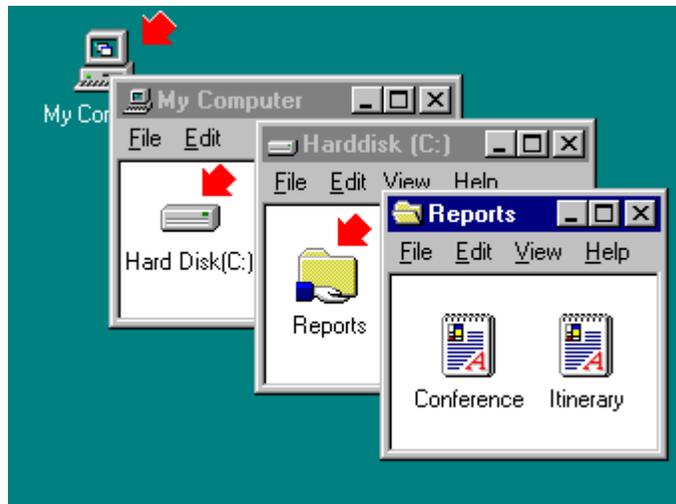
### Can I create aliases?

In Windows 95, an alias is called a shortcut. You can create shortcuts to programs and documents that you use often, and then double-click the shortcut on the desktop (or wherever you choose to put it) to open the program or document. You can remove a shortcut from the desktop without removing the actual program or document.



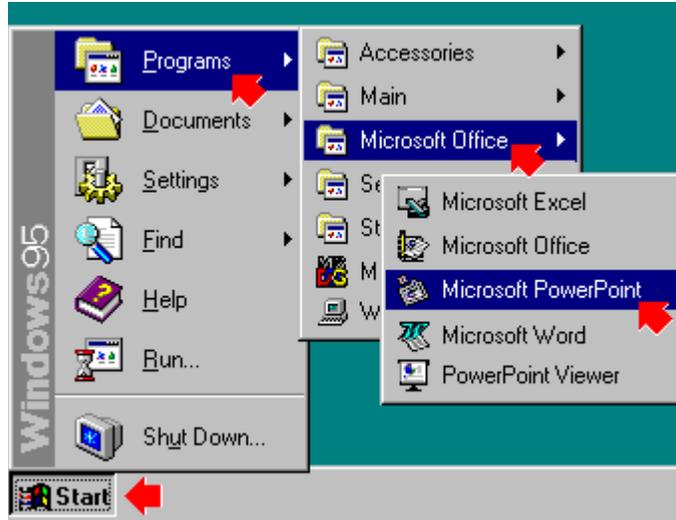
#### How do I find documents?

Documents are stored in folders. To view the folders on your computer, double-click My Computer, and then double-click a drive icon. Double-click a folder to see its contents.



#### How do I start a program?

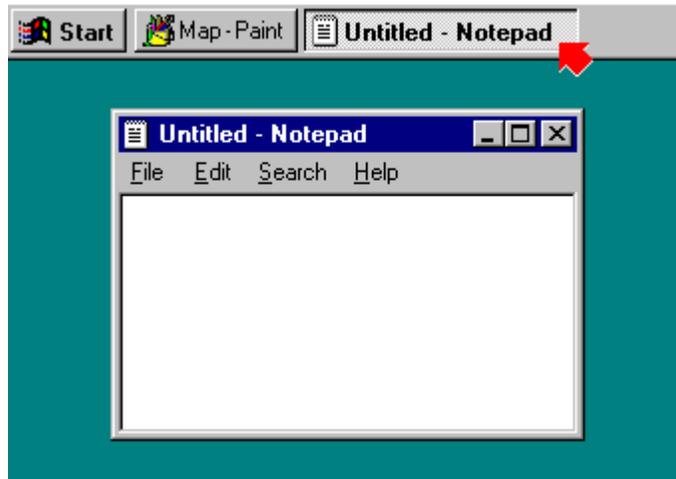
You will find most of your programs on the Start menu. Just click the Start button, point to Programs, point to the folder you want, and then click the program name.



#### How do I switch between programs?

The taskbar is located at the bottom of the desktop. Whenever you open a program or document, a button for it appears on the taskbar. The taskbar works like the Macintosh Application menu, but instead of opening a menu, you click the taskbar button that represents the program you want to switch to.

If you prefer, you can use the mouse to drag the taskbar to the top or either side of the desktop.



#### How do I save a document

You save documents by using the Save As command on the File menu. Here are a few things you need to know when saving documents.

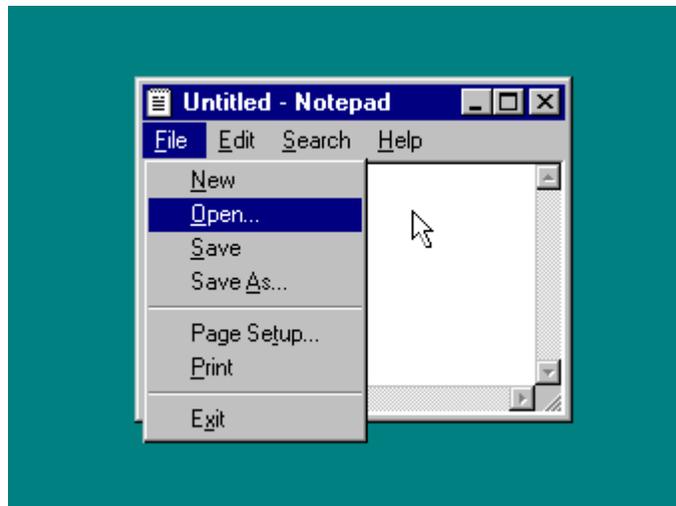
- In Windows, the hard disk drive and floppy disk drives are identified by letters. Most hard disk drives are assigned C or D. Usually, the floppy disk drives are A and B.
- A path tells you where a file is located. For example, a path could be: C:\June\Work\My schedule. This tells you that the My schedule document is located on the C drive in a folder named Work that is in the June folder.
- You can change the location of a file in the Save As dialog box.

Click any part of the Save As dialog box pictured to learn more about it.



#### How do I open a menu?

Click once to open the menu, and then click your selection. You do not need to press and hold the mouse button to keep the menu open.



#### How do Macintosh and Windows filenames differ?

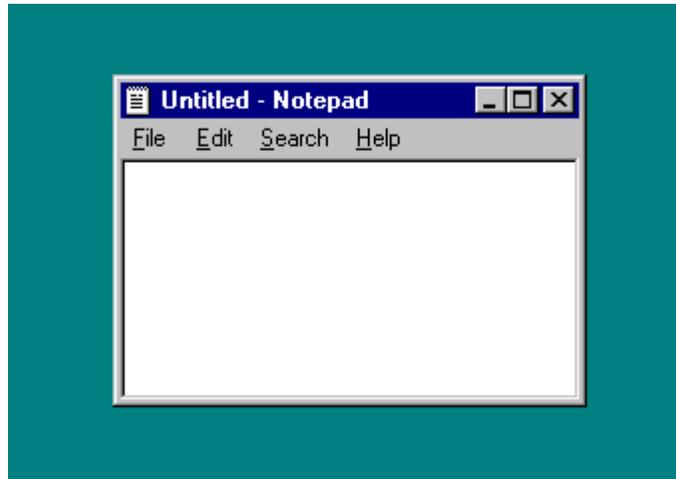
You can now use long filenames (up to 250 characters) in Windows. Each file has a three-character filename extension ("filename.ext") to identify the file type and sometimes the program that created the file. When documents are listed on the Start menu, the filename extension is not included.



#### What are the buttons in the upper-right corner of the window?

The three small buttons in the upper-right corner of a window are very handy.

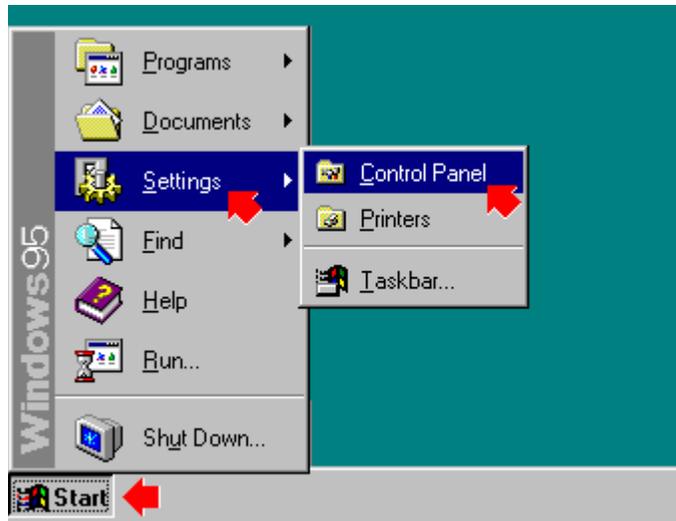
- Use the  (Minimize) button to reduce the window to a button on the taskbar. Click the taskbar button to open the window again.
- Use the  (Maximize) button to enlarge the window so that it covers the entire desktop (except for the taskbar).
- Use the  (Close) button to close the window.



In Windows, where do I find items like those on the Apple menu?

Most of the items similar to those on the Apple menu can be found on the Windows Start menu. Click the Start menu, and then:

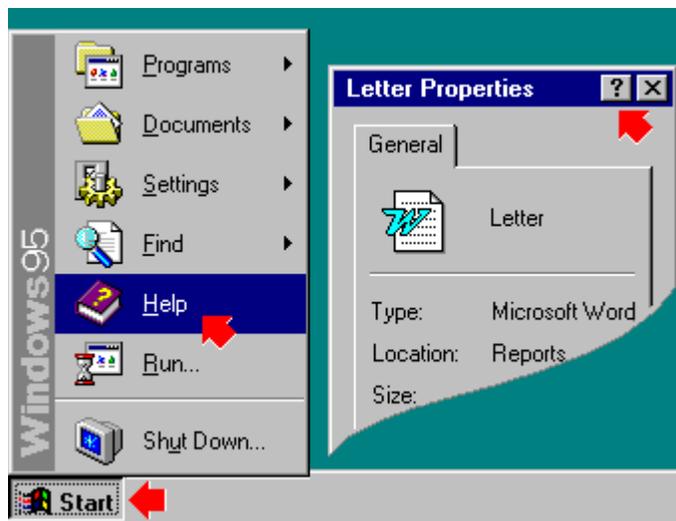
- Open programs by pointing to Programs and then pointing to the folder and program you want.
- Customize system settings by pointing to Settings and then clicking Control Panel.
- See a list of the documents you recently opened by pointing to Documents.
- Quit Windows and turn off or restart your computer by clicking Shut Down.



#### How can I learn more?

Windows comes with comprehensive online Help.

- To view a list of Help topics or search for a topic using the Help index, click Help from the Start menu.
- For Help on specific items in a dialog box, click the question mark in the upper-right corner of the dialog box, and then click the item.



The document will be saved to this folder. To change to a different folder, click the arrow to see a list from which you can choose.

[Click here to display the previous folder.](#) The previous folder contains the one currently selected.

[Click here to create a new folder.](#)

You can see your list of files and folders in two ways. You can click [here](#) to view files and folders just by name. (This is how the files and folders are displayed here.)

[Click here to view more details about each file and folder.](#)

Click here to get more information on any item in the window. Click the question mark, and then click the item. A brief description of the item appears.

[Click here to close a window.](#)

This box lists all the files and folders in the selected location. To see what's inside a folder, double-click it.

Click Save to save your document with the name, file type, and location you have specified. Click Cancel to close the dialog box without saving the document.

This is where you type the name of the document.

This is the type of file you are saving. Click the arrow to see a list of other file types that the program can recognize.

Click the arrows to change the number.

Click the option you want. You can only select one.

Click the option(s) you want. You can select more than one.

Slide the bar to make your selection.

Click the arrow to see a list of options. Then click the option you want.

Click the arrows to move through the list, and then click your selection.

Type your selection in the box.

Click the button below the illustration to start the demonstration.

[Click Contents for a list of Help topics.](#)

