CHAPTER 1

The Basics

What's the key to using Microsoft Windows 95? The Start button! This chapter gives you quick, simple instructions to get you up and running. You will also learn how to use online Help, which will help you get your work done and learn Windows.

Contents

Getting Started with Windows 95

This section gives you a quick overview of getting started with Windows.

Logging on to Windows

When you start Windows, you may be prompted to log on to Windows or, if you are on a network, to log on to your network.

If you don't want to log on with a password, don't type anything in the password box, and click OK. You won't see this prompt in the future.

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The Start button and taskbar

The Start button and taskbar are located at the bottom of your screen when you start Windows for the first time. By default, they are always

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Template: Author: Joe Oswald   Last Saved By: Joe Oswald
Revision #: 0   Page: 1 of 13   Printed: 05/02/95 10:06 AM

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visible when Windows is running.

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Starting with the Start menu

When you click the Start button, you see a menu that contains everything you need to begin using Windows.

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If you want to start a program, point to Programs. If you want Help on doing something in Windows, click Help. The commands on the Start menu are described in more detail in the rest of this chapter. An overview of each command is shown below.

This command	Does this
Programs	Displays a list of programs you can start.
Documents	Displays a list of documents that you've opened previously.
Settings	Displays a list of system components for which you can change settings.
Find	Enables you to find a folder, file, shared computer, or mail message.
Help	Starts Help. You can then use the Help Contents, Index, or other tabs to find out how to do a task in Windows.
Run	Starts a program or opens a folder when you type an MS-DOS command.

Shut Down   Shuts down or restarts your computer, or logs you off.

Depending on your computer and the options you have chosen, you may see additional items on your menu.

The taskbar

Every time you start a program or open a window, a button representing that window appears on the taskbar. To switch between windows, just click the button for the window you want. When you close a window, its button disappears from the taskbar.

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Depending on what task you're working on, other indicators can appear in the notification area on the taskbar, such as a printer representing your print job or a battery representing power on your portable computer. At one end of the taskbar is the clock. To view or change settings, just double-click the clock or any of the indicators.

Starting and Quitting a Program

You can use the Start button to start any program you want to use, such as your word processor or a favorite game.

TIP

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**You can add a program to the top of the Start menu by dragging its icon onto the
Start button.**

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What appears when you click Programs?

The programs and folders you see when you point to Programs come from several places:

- When you set up Windows, you see several programs, such as Windows Explorer and MS-DOS Prompt, and several folders on the Programs menu. Each folder contains programs that are grouped together for easy access.
- Windows also includes the StartUp folder, in which you can put programs you want to start automatically when you start Windows. For more information, see "Using Windows Efficiently" in Chapter 2, "Beyond the Basics."
- When you install new programs on your computer, you may see additional folders.
- If you upgraded from a previous version of Windows, your old program groups appear as folders.

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You can run as many programs as you want at the same time. Windows makes it easy to switch between programs or windows.

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Opening a Document

There are several ways to open documents in Windows. This section describes two methods. You can:

µ § See Also
For more information about customizing the Start menu, look up "adding, programs to the Start menu" in the Help Index.

µ § See Also
For more information about running programs, look up "running programs" in the Help Index.

- Open your document from within the program you used to create it.
- Use the Documents command on the Start menu to open a document you've opened recently.

You can also:

- Use the Find command on the Start menu to locate the document. For more information, see "Finding Something on Your Computer" later in this chapter.
- Double-click a document icon in My Computer.

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You can also open documents from the Documents menu, where many programs save a list of recently opened documents.

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Getting Help

Online Help is essential to learning and using Windows. There are two kinds of Help: Help about a specific procedure and Help that gives you information about what you see on your screen.

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μ § See Also
For information about documents, look up "documents" in the Help Index.

When you open Help by using the Start menu, or the Help menu in My Computer or Windows Explorer, you see Help for Windows in general. If you use the Help menu in a program, such as WordPad, Paint, or Microsoft Word, the Help you see is for that program.

TIP
Some Help topics contain <u>green underlined text</u>. You can click the green text to see a definition of the term.

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TIP
To scroll through the Help Index, type the first few letters of the word you want to search for. The Index is arranged just like a book index. If you don't find the entry you want, try another entry.

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TIP
You can also use your right mouse button to click an item

on the screen. Then click the What's This? command.

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Finding Something on Your Computer

If you don't know where a document or folder is, you can use the Find command to find and open it.

TIP
You can also use the Find command to search for a computer on the network.

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Changing System Settings

Using Control Panel, you can change the way Windows looks and works.

µ § See Also
For more information about dialog boxes, see the "Visual Glossary" appendix.

TIP

Some of the things you can use Control Panel for are changing your screen colors, installing or changing settings for hardware and software, and setting up or changing settings for a network.

The icons that appear in Control Panel vary depending on the hardware and software installed on your computer.

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Starting a Program by Using the Run Command

If you know the name and path of the program you want to start, you can use the Run command to start it easily.

TIPS

If you aren't sure where the program is or how to specify the path, click the Browse button.

You can also open a folder on your computer by typing its name. If it is located on the network, type the path.

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When you use the Run command, you can often specify just the name of the program instead of the full *path*. The following page explains how to use paths.

TIP
Most filenames end with a
3-letter "extension" that tells Windows what kind of file it is. For
example, a filename ending in .exe is a program, and a filename
ending in .txt is a
text file.

What is a path?

A path is a more direct way to describe where a file, such as a document or program, is located on your computer or the network. It lists the drive, such as the hard disk, floppy disk, CD-ROM drive, or shared network folder, that contains the document. It also lists all the folders that you need to open to find the document.

To specify the full path for a document, type the drive letter, followed by a colon (:) and backslash (\). Then list the folders in the order you open them. If there are more than one, separate the names by backslashes. Then type the filename.

Windows 95 supports long filenames, which can contain up to 250 characters. If you use long filenames, enclose the path in quotation marks.

Here are some examples of paths:

- To specify the location of the Readme file, which is located on drive C in the Windows folder, you would type:

  c:\windows\readme.txt
- To specify the location of a document named Party List.doc, located in the Holiday folder, which is in the Social Events folder on drive C, you would type:

  "c:\social events\holiday\party list.doc"
- To specify the location of a bitmap (drawing) named Canyon, which is located on the network in a shared folder named \\Pictures\Scenic, you could type:

  \\pictures\scenic\canyon.bmp
  Or, if the folder is mapped to drive D, you could type:
  d:\canyon.bmp

µ § *See Also*
For more information about extensions, look up "extensions, filename" in the Help Index.
For information about mapping drive letters, see "Using the Network" in Chapter 3, "Introducing Networks."

Shutting Down Your Computer

You need to shut down Windows before you turn off or restart your computer. That way you can be sure your work is saved to your hard disk.

Caution

To avoid damaging files, always shut down Windows before you turn off your computer.

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For information about the other options in this dialog box, click the Help button.

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IMPORTANT: This text will appear on screen, but will not print on a PostScript printer.

This page should be the last one in this file; it was inserted by running the InsertBlankPage macro.

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