

# Index

? (question mark) button, using to get Help 12

## A

Access control, setting up 50

Access to your computer, restricting 50

Accessibility for people with disabilities 78 – 81

Accessibility Options shortcut keys 77

Accessing online services

by using HyperTerminal 65

by using Microsoft Exchange 64

by using The Microsoft Network 65

Accessing remote computers by using HyperTerminal 65

Accessing shared resources

*See also* Network setup

mapping drive letters to network resources  
55

opening shared folders 55

overview of sharing resources 44

printing from shared printers 55

using Dial-Up Networking 56 – 57

Accessing the Internet 58

Accessories, where to find 67

Adapter, setting up 46 – 47

Add New Hardware wizard 36

Add Printer wizard 32

Add/Remove Programs 35

Adding

network software 46 – 47

new folders 26

new hardware 36

new software 35

printers 32 – 33

shared resources 52 – 54

shortcuts

to the desktop 39

to the StartUp folder 40 – 41

Windows components 68

Animations, viewing 60

Applications *See* Programs

Arranging open windows 7

Arrow button on folder toolbars, using 23

Audio cards, installing 36

Audio cassettes of documentation, obtaining 80

Audio compact discs, playing 60

Autoexec.bat file xiii

**B**

Background pictures and patterns, displaying 61

Backing up files

    as a regular maintenance procedure 62

    before setting up Windows 95 xiii

Backup, using 62

Bar at the bottom of the screen *See* Taskbar

Blindness and low vision, support services for 80

Booting your computer in troubleshooting mode 82 – 83

Bootlog.txt file 83

Briefcase, using 66

Browsing through the network 45

Bulletin boards, connecting to 65

Buttons

*See also* Start button

    for closing windows xi

    for getting Help information 12

    for quitting programs 6

    for sizing windows 72

    for viewing the previous folder 23

    on the taskbar

        appearing when programs start 5

        using to switch between programs 7

Bypassing startup files 82 – 83

**C**

Capturing drive letters *See* Mapping drive letters  
    to network resources

Cards for new hardware, installing 36

CDs

    playing 60

    viewing the contents of 20

Checking for errors in disks, files, and folders 62

Click, defined 70

Client for Microsoft Networks 48

Client for NetWare Networks 48

Client, defined 48

Clock on the taskbar, changing settings for 4

Close button xi, 6

Closing

    programs 6

    windows xi

Colors, changing 61

Commands on shortcut menus, displaying 70

- 
- Communicating over a network
    - using Dial-Up Networking 56 – 57
    - using HyperTerminal 65
    - using Microsoft Exchange 64
    - using Microsoft Fax 64
    - using The Microsoft Network 65
  - Compact discs
    - playing 60
    - viewing the contents of 20
  - Compact Setup, described xv
  - Compressing disks 63
  - Computer
    - changing system settings 14
    - identifying on the network 48 – 49
    - improving the performance of 63
    - maintaining 62
    - seeing what's on your computer 20 – 22
    - setting up to use a network 46 – 49
    - shortcut to another computer, creating 39
    - shutting down 17
  - Computer games, playing 60
  - Computerized books for the blind *See* Recording for the Blind, Inc.
  - Config.sys file xiii
  - Confirming startup commands 83
  - Connecting
    - to NetWare servers 48
    - to online services
      - by using HyperTerminal 65
      - by using Microsoft Exchange 64
      - by using The Microsoft Network 65
    - to remote computers, by using HyperTerminal 65
    - to shared folders 55
    - to the Internet 58
    - to your office computer, from home or on the road 56 – 57
  - Contents tab in Help, using to find topics 11
  - Control Panel
    - starting 14
    - using to customize Windows 61
  - Controlling access to your computer 50
  - Controls, getting Help on 12
  - Copying
    - files or folders
      - by dragging 38
      - by using the Edit menu 24
      - by using the right mouse button 37
      - by using the Send To command 27
    - information in documents 28 – 29
    - to a floppy disk 27
  - Creating
    - documents 67
    - folders 26
    - pictures 67

- 
- Creating (*continued*)
    - shortcuts
      - in the StartUp folder 40 – 41
      - on the desktop 39
  - Custom Setup, described xv
  - Customizing Windows
    - adding programs to the Start menu 41
    - creating shortcuts on the desktop 39
    - starting programs automatically when Windows starts 40 – 41
    - using colors, pictures, and patterns 61
    - using screen savers 61
  - Cutting and pasting
    - files or folders 24, 37
    - information in documents 28 – 29
  - Dialing problems, troubleshooting 82
  - Dialog boxes
    - getting Help on 12
    - how to use 71 – 72
    - using keyboard shortcuts with 76, 77
  - Differences between Windows version 3.1 and Windows 95 ix – xii
  - Directories *See* Folders
  - Disabilities, support services for 78 – 81
  - Disk compression 63
  - Disk Defragmenter, using 63
  - Disk drives *See* Drives
  - Disk space
    - for deleted files in the Recycle Bin 25
    - increasing by compressing data 63
    - troubleshooting 82
  - Disks *See* Drives
  - Display, protecting by using a screen saver 61
  - Document file type, changing 31
- D**
- Deaf and hard-of-hearing, support services for 78
  - Definitions of items on the screen, displaying 12
  - Defragmenting disks 63
  - Deleted files, retrieving or removing from the Recycle Bin 25
  - Deleting
    - files or folders 25
    - information in documents 28
  - Desktop
    - changing the size of windows 72
    - customizing colors and background of 61
    - items appearing when Windows starts viii
    - keyboard shortcuts 75
  - Devices
    - changing hardware settings 14
    - installing 36
    - troubleshooting 82
  - Dial-Up Networking, setting up 56 – 57

- 
- Document icons, illustrated 21
  - Document path, specifying 16
  - Documentation on audio cassettes and floppy disks 80
  - Documents
    - accessing shared documents 55
    - backing up 62
    - controlling access to 50
    - copying
      - by dragging 38
      - by using the Edit menu 24
      - by using the right mouse button 37
      - to a floppy disk 27
    - copying information in 28 – 29
    - creating in WordPad 67
    - deleting 25
    - finding 13
    - moving
      - by dragging 38
      - by using the Edit menu 24
      - by using the right mouse button 37
    - moving information in 28 – 29
    - naming 30
    - opening
      - by using My Computer 21
      - by using shortcuts 39
      - by using the Documents menu 9
      - by using the Run command 15
      - by using Windows Explorer 22
      - from within a program 8
      - printing 34
      - saving 30 – 31
      - selecting information in 28
      - sharing 50 – 52
      - shortcuts to, creating 39
      - synchronizing versions of 66
  - Documents command on the Start menu, using 9
  - Double-click, defined 70
  - Downloading Windows components 68
  - Dragging
    - copying or moving files and folders 38
    - defined 71
  - Drawing tools 67
  - Drive letters, mapping to network resources 55
  - Drives
    - checking for errors 62
    - compressing 63
    - defragmenting files on 63
    - saving files on a different drive 31
    - sharing 52
    - shortcuts to, creating 39
    - viewing the contents of 20 – 22
  - DriveSpace, using 63, 85

**E**

E-mail, exchanging

by using Microsoft Exchange 64

by using The Microsoft Network 65

Editors

for pictures 67

for short documents 67

Efficient use of Windows 37 – 41

Electronic mail messages, exchanging

by using Microsoft Exchange 64

by using The Microsoft Network 65

Ending programs 6

Enlarging windows to full size 72

Entire Network icon, using 45

Erasing

files or folders 25

information in documents 28

Exchanging messages over a network

electronic mail 64, 65

faxes 64

Explanations of items on the screen, displaying 12

Explorer *See* Windows Explorer

**F**

Faxes, sending and receiving 64

File icons in folders

changing the way icons are displayed 23

described 21

File information, viewing 23

File Manager, Windows 95 equivalent ix

File path, specifying 16

File type, changing 31

Files

*See also* Documents

checking for errors 62

Find command, using 13

Find tab in Help, using 12

Finding

computers 13

documents or folders 13

Help topics 11 – 12

programs 13

Fixing disk errors 62

Floppy disks

compressing 63

copying files to 27

obtaining Microsoft documentation on 80

saving files on 31

viewing the contents of 20

Folder icons, illustrated 21

Folder windows, working with 23

Folders

- accessing shared folders 55

- checking for errors 62

- controlling access to 50

- copying

  - by dragging 38

  - by using the Edit menu 24

  - by using the right mouse button 37

- creating 26

- deleting 25

- described 21

- finding 13

- moving

  - by dragging 38

  - by using the Edit menu 24

  - by using the right mouse button 37

- navigating through 20 – 23

- opening

  - by using My Computer 21

  - by using Network Neighborhood 55

  - by using shortcuts 39

  - by using the Run command 15

  - by using Windows Explorer 22

- previous folder, going back to 23

- saving files in 31

- sharing 50 – 52

- shortcuts to, creating 39

- viewing the hierarchy of 22

Fragmentation of files, eliminating 63

Full path, specifying 16

Full-text search 12

## G

Games

- playing Windows games 60

- running MS-DOS programs on a DriveSpace compressed drive 85

Glossary 70

Green text in Help topics 11

Groups, appearing as folders ix, 5

## H

Hard disk *See* Drives

Hard-of-hearing, support services for 78

Hardware

- changing hardware settings 14

- installing 36

- troubleshooting 82

Help troubleshooters, using 82  
Help, online 10 – 12  
Hidden window, switching to 7  
Hierarchy of folders, viewing 22  
Highlighting *See* Selecting  
HyperTerminal, using 65

## I

Icons

for disk drives, defined 20

for files and folders

changing the display of 23

defined 21

Identifying your computer on the network 48 – 49

Inbox for Microsoft Exchange 64

Index tab in Help, using to look up topics 11

Installing

hardware 36

network software 46 – 47

printers 32 – 33

software 35, 68

Windows<sup>95</sup> xiv – xv

Windows components 68

Internet, connecting to 58

## K

Keyboard shortcuts 75 – 77

## L

LAN Manager 48

Laptop computer *See* Portable computer

Links to documents and programs *See* Shortcuts

Listing files and folders 22, 23

Locating *See* Finding

Location of files, specifying in the path 16

Logging on to Windows or your network 2

Long filenames 16

Looking up topics in Help 11 – 12

## M

Mail messages, exchanging

by using Microsoft Exchange 64

by using The Microsoft Network 65

Mapping drive letters to network resources 55

Maximizing windows 72

Media Player, using 60

Memory, troubleshooting 82

- 
- Messages, exchanging over a network
    - electronic mail 64, 65
    - faxes 64
  - Microsoft Exchange, using 64
  - Microsoft Fax, using 64
  - Microsoft LAN Manager 48
  - Microsoft Network (MSN) 65
  - Microsoft Sales Information Center 81
  - Microsoft support services for people with disabilities 78 – 81
  - Microsoft Windows 95 Resource Kit vii
  - Microsoft Windows for Workgroups 48
  - Microsoft Windows NT 48
  - Microsoft WinNews vii
  - Minimizing windows 72
  - Modems
    - using with Dial-Up Networking 56 – 57
    - using with HyperTerminal 65
    - using with Microsoft Fax 64
    - using with The Microsoft Network 65
  - Monitor, protecting by using a screen saver 61
  - Motion impairment, support services for 78
  - Mouse skills 70
  - Moving
    - files or folders
      - by dragging 38
      - by using the Edit menu 24
      - by using the right mouse button 37
    - information in documents 28 – 29
    - the mouse 70
    - the taskbar 71
    - windows 73
  - MS-DOS path, specifying 16
  - MS-DOS programs, running on a DriveSpace
    - compressed drive 85
  - MS-DOS Prompt, starting x
  - MS-DOS window, opening x
  - MSN (The Microsoft Network) 65
  - Multimedia devices, installing 36
  - Multimedia features, using 60
  - Multiple items, selecting 27
  - My Computer
    - changing the way items are displayed 23
    - copying files to a floppy disk 27
    - creating new folders 26
    - creating shortcuts to documents and programs 39
    - deleting files or folders 25
    - described viii
    - going back to the previous folder 23
    - keyboard shortcuts 75, 76
    - moving or copying files or folders 24

My Computer (*continued*)

- opening disk-drive icons 21
- opening documents 21
- seeing what's on your computer 20 – 21
- starting programs 21

**N**

## Naming

- documents 30
- your computer 49

## National Information System (NIS) 81

## NetWare servers

- connecting to 48
- viewing on the network 45

## Network adapter, setting up 46 – 47

## Network clients, described 48

Network file and print sharing *See* Sharing resources over a network

## Network logon 2

## Network Neighborhood

- described viii
- opening shared folders 55
- viewing computers in your workgroup 45

## Network printers

- setting up 32 – 33
- using 55

## Network protocol, defined 48

## Network security, setting up 50

## Network service, defined 48

## Network setup 46 – 48

## Networks

- accessing
  - mapping drive letters to network resources 55
  - opening shared folders 55
  - printing from shared printers 55

using Dial-Up Networking 56 – 57

using HyperTerminal 65

using Microsoft Exchange 64

using The Microsoft Network 65

changing network settings 14

how to tell if your computer is set up for networking 46

logging on to 2

overview of using 44

viewing computers and resources on 45

New document, saving 30

New features in Windows 95 xii

New folder, creating 26

NIS *See* National Information System

Notebook computer *See* Portable computer

Novell NetWare servers  
connecting to 48

viewing on the network 45

## O

Online Help, using 10 – 12

Online services

accessing by using HyperTerminal 65

accessing by using Microsoft Exchange 64

accessing by using The Microsoft Network  
65

Online tour of Windows 95 vii

Opening

Control Panel 14

documents

by using My Computer 21

by using shortcuts 39

by using the Documents menu 9

by using the Run command 15

by using Windows Explorer 22

from within a program 8

Entire Network 45

folders

by using My Computer 21

by using Network Neighborhood 55

by using shortcuts 39

by using the Run command 15

by using Windows Explorer 22

MS-DOS windows x

My Computer 20

Network Neighborhood 45

programs

automatically when Windows starts 40 –  
41

by using My Computer 21

by using shortcuts 39

by using the Programs menu 5

by using the Run command 15

by using the Start menu 41

by using Windows Explorer 22

Windows Explorer 22

Optimizing your computer 63

Option boxes *See* Dialog boxes

## P

Paint, using 67

Parts of a window, getting Help on 12

Password

logging on to Windows without using 2

using to log on to Windows 2

using to protect shared resources 50

- 
- Paste command
    - copying or moving files and folders 24, 37
    - copying or moving information in documents 29
  - Path, how to specify 16
  - Patterns, displaying in the background 61
  - PC card (PCMCIA), troubleshooting 82
  - Permission to use your shared resources, granting 50
  - Personalizing Windows *See* Customizing Windows
  - Phone numbers *See* Telephone numbers
  - Pictures, displaying in the background 61
  - Playing
    - games 60
    - multimedia files and CDs 60
  - Pointers to documents and programs *See* Shortcuts
  - Pointing with the mouse 70
  - Pop-up explanations, displaying 12
  - Portable computer
    - connecting to another computer by using a modem 66
    - setting up Windows for xv
    - using with Briefcase 66
    - using with Dial-Up Networking 56
  - Power, turning off your computer 17
  - Print jobs, managing 33
  - Print Manager, Windows 95 equivalent x
  - Printers
    - checking for printers already set up 32
    - controlling access to 50
    - creating shortcuts to 39
    - setting up 32 – 33
    - sharing 53 – 54
    - troubleshooting 34
    - using shared printers 55
  - Printers folder
    - adding printers to 32 – 33
    - described 20
    - viewing documents waiting to print 33
  - Printing
    - documents 34
    - managing documents waiting to print 33
    - troubleshooting 34
    - using shared printers 55
  - Program groups, appearing as folders ix, 5
  - Program Manager, Windows 95 equivalent ix
  - Programs
    - adding to the Start menu 41
    - adding to the StartUp folder 40 – 41
    - finding 13
    - how programs get on the Programs menu 6
    - installing 35, 68
    - quitting 6
    - running MS-DOS programs on a DriveSpace compressed drive 85

---

 Programs (*continued*)

## starting

- automatically when Windows starts 40 – 41

- by using My Computer 21

- by using shortcuts 39

- by using the Programs menu 5

- by using the Run command 15

- by using the Start menu 41

- by using Windows Explorer 22

- switching between 7

## Programs menu

- adding programs to 41

- described 6

- starting programs from 5

Properties dialog boxes *See* Dialog boxesProperty sheets *See* Dialog boxes

## Protecting

- shared folders and printers 50

- your computer screen 61

Protocol, defined 48

## Q

Question-mark button, using to get Help 12

## Quitting

- programs 6

- Windows 17

## R

Readme files 85

Rearranging open windows 7

Recording for the Blind, Inc. 80

Recycle Bin viii, 25

Reducing windows 72

Registry, restoring 84

Removing

files or folders 25

information in documents 28

Repairing disk errors 62

Resizing windows 72

Resource Kit for Microsoft Windows 95 vii

Restarting your computer in troubleshooting mode 82 – 83

Restoring a window to its previous size 72

Restoring the registry 84

Restricting access to your computer 50

Retrieving deleted files 25

Right-click, defined 70

Right mouse button

- using to copy or move files 37

- using to display shortcut menus 70

- using to get Help information 12

Run command, using 15

Running programs

automatically when Windows starts 40 – 41

by using My Computer 21

by using shortcuts 39

by using the Programs menu 5

by using the Run command 15

by using the Start menu 41

by using Windows Explorer 22

trouble running MS-DOS programs 82, 85

## S

Safe mode, starting your computer in 83

Saving

backup files 62

changes to an existing document 30

copies of files on floppy disks 27

new documents 30 – 31

ScanDisk, using 62

Screen

customizing colors and background of 61

getting Help on individual window items 12

items on the screen when Windows starts

viii

Screen savers 61

Scrolling 74

Searching for *See* Finding

Security for shared folders and printers 50

Selecting

information in a document 28

multiple items in a window 27

Send To command 27

Service software, defined 48

Setting up

access control for shared resources 50

Dial-Up Networking 56 – 57

hardware 36

network software 46 – 47

printers 32 – 33

software 35, 68

Windows<sup>95</sup> xiv – xv

Windows components 68

your computer, to use a network 46 – 49

Settings for the system, changing 14

Setup command, using xiv, xv

Shape of windows, changing 72

Share-level access control, setting up 50

Sharing resources over a network

*See also* Network setup

controlling access to shared resources 50

opening shared folders 55

overview 44

printing from shared printers 55

sharing folders 50 – 52

- 
- Sharing resources over a network *(continued)*
    - sharing printers 53 – 54
    - viewing shared resources 45
  - Shortcut menus, displaying 70
  - Shortcuts
    - adding to the StartUp folder 40 – 41
    - placing on the desktop 39
  - Shutting down your computer 17
  - Sight impairment, support services for 80
  - Size
    - of file and folder icons, changing 23
    - of windows, changing 72
  - Software, installing 35, 68
  - Solitaire card game 60
  - Sound and animation 60
  - Sound cards, installing 36
  - Sound Recorder, using 60
  - Space on disks
    - for deleted files 25
    - increasing by compressing data 63
  - Speeding up system performance 63
  - Speeding up your work 37 – 41
  - Start button
    - adding programs to the Start menu 41
    - changing system settings 14
    - finding files or folders 13
    - getting Help information 10
    - opening documents from the Documents menu 9
    - overview of 3
    - setting up Dial-Up Networking 57
    - shutting down your computer 17
    - starting
      - Control Panel 14
      - MS-DOS Prompt x
      - programs 5, 15
      - Windows Explorer 22
    - Start menu
      - adding programs to 41
      - overview of commands on 3
    - Starting
      - Control Panel 14
      - MS-DOS Prompt x
    - programs
      - automatically when Windows starts 40 – 41
      - by using My Computer 21
      - by using shortcuts 39
      - by using the Programs menu 5
      - by using the Run command 15
      - by using the Start menu 41
      - by using Windows Explorer 22

Starting (*continued*)

Windows (logging on) 2

Windows Explorer 22

your computer, in troubleshooting mode 82  
– 83

Startup files, bypassing 82 – 83

## StartUp folder

adding programs to 40 – 41

described 6

Switching between windows or running programs 7

Synchronizing versions of files on two computers 66

## System

changing system settings 14

improving the performance of 63

maintaining 62

shutting down 17

troubleshooting 82 – 85

System tools 62 – 63

**T**

## Taskbar

buttons appearing when programs start 5

described 2, 4

moving 71

reducing windows to taskbar buttons 72

switching between programs 7

TDD (text telephone) service 78

## Telephone numbers

Microsoft Sales Information Center 81

National Information System (NIS) 81

Recording for the Blind, Inc. 80

text telephone (TT or TDD) service 78

Trace R&amp;D Center 81

## Text

copying, moving, or deleting 28

creating and editing by using WordPad 67

scrolling 74

selecting in a document 28

Text telephone (TT or TDD) service 78

The Microsoft Network (MSN) 65

## Toolbars

displaying in folder windows 23

using to perform tasks quickly 73

Topics in Help, how to access 10 – 12

Tour of Windows 95, online vii

Trace R&amp;D Center 81

Tree of folders, viewing 22

Troubleshooting

- bypassing startup files 82 – 83
- printing problems 34
- restoring the registry 84
- running MS-DOS programs on a DriveSpace compressed drive 85
- using Help troubleshooters 82

TT (text telephone) service 78

Turning off your computer 17

closing xi

Help on parts of a window, displaying 12

moving 73

MS-DOS window, opening x

represented by a button on the taskbar 4

scrolling information in 74

switching between windows 7

## U

Underlined text in Help topics 11

Updating files on two computers 66

Upgrading from an earlier version of Windows xiv

User-level access control, setting up 50

## V

Viewing

- animations 60
- computers in the entire network 45
- computers in your workgroup 45
- documents waiting to print 33
- hierarchy of folders 22
- My Computer, contents of 20 – 21
- previous folder 23
- printers that have been set up 32
- resources shared over a network 45
- toolbars 23, 73
- Windows Explorer, contents of 22

Vision impairment, support services for 80

## W

Wallpaper, displaying 61

Window

- changing the size of 72

- Windows 95 operating system
  - changing Windows settings 14
  - differences from Windows version 3.1 ix – xii
  - information about, where to find vi – vii
  - logging on to 2
  - new features xii
  - quitting 17
  - setting up xiv – xv
  - troubleshooting 82 – 85
  - using efficiently 37 – 41
- Windows accessibility features 78 – 79
- Windows components, installing 68
- Windows Explorer
  - keyboard shortcuts 75, 76
  - using 22
- Windows for Workgroups 48
- Windows keyboard shortcuts 75
- Windows NT 48
- Windows version 3.1
  - how Windows 95 differs from ix – xii
  - upgrading from xiv
- WinNews vii
- Word processing 67
- WordPad, using 67
- Workgroup, viewing computers in 45
- Writing short documents 67

## X

- X button
  - using to close windows xi
  - using to quit programs 6

## **BLANK PAGE**

**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.**

**Do not type any additional text on this page!**

§

§