

CHAPTER 4

The Possibilities

Look here to discover some of the exciting things to do in Microsoft Windows 95. To learn more about a Windows feature, look up the topic in Help and you'll be ready to try something new.

If you find that a component described here is not available on your computer, see the last section in this chapter.

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Having Fun

When you're not working, you can play games or customize the way Windows looks. Here are only some of the fun things you can do.

Explore sound and animation

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Windows provides many multimedia features. You can use CD Player to play audio compact discs, Sound Recorder to play or record sounds, or Media Player to view animations.

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μ § *See Also*

For more information about multimedia features, look up "multimedia" in the Help Index.

For more information about starting a game, look up "games" in the Help Index.

Play games

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If you're looking for a fun challenge, try the games that come with Windows – for example, Solitaire, one of the most popular card games of all time.

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Set up a screen saver

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Screen savers can save wear and tear on your screen and protect your work when you're away from your computer. Several screen savers come with Windows.

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Change the appearance of Windows

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You can personalize Windows with pictures, patterns, and colors by using Control Panel. You can display pictures or patterns as “wallpaper” for Windows, or use your own scanned photos. You can also change your Windows colors to an existing scheme, or create your own.

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Maintaining Your System

Windows provides tools that you should use regularly to maintain your hard disk. Look for these tools in the System Tools folder, which is located in the Accessories folder.

Back up the information on your disk

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μ § See Also
Also
To change the way Windows looks, look up “settings, desktop settings, changing” in the Help Index. You can also look up “screen savers,” “wallpaper, files” in the Help Index. displaying” For more information about repairing disks, look up or “colors.” “ScanDisk, using” in the Help Index.

μ § See Also
For more information about Backup, look up “backing up

“wallpaper, files” in the Help Index.
displaying” For more information about repairing disks, look up or “colors.” “ScanDisk, using” in the Help Index.

Backing up your files safeguards them against loss if your hard disk fails or you accidentally overwrite or delete data.

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Check and repair your disk by using ScanDisk

ScanDisk can check the files and folders on your hard disk for data errors, and it can also check the physical surface of the disk.

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Optimizing Your Computer

Windows includes several features to improve your computer's performance. Look for these tools in the System Tools folder, which is located in the Accessories folder.

Increase disk space by compressing data

You can free up space on hard and floppy disks by using DriveSpace to compress the data that is on them. If your drive is uncompressed, compressing it will generally give you 50 to 100 percent more free space.

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μ § See Also

For more information about DriveSpace, look up "compressing disks" in the Help Index.

For more information about

Disk Defragmenter, look up "defragmenting your hard disk" in the Help Index.

Defragment your disk

Over time, files can become divided into fragments

that are stored in different locations on your hard disk. These files are complete when you open them, but it takes longer for your computer to read from and write to them. To defragment your files and speed up performance, use Disk Defragmenter.

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Communicating with the World

Windows provides several ways for you to communicate with co-workers and friends and with the rest of the world.

Share information by using electronic mail

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Microsoft Exchange features a universal Inbox where you can send and receive electronic mail, and organize, access, and share all types of information, including faxes and items from online services. You can also change the display by grouping, sorting, or filtering items.

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Send and receive faxes

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You can use Microsoft Fax to send and receive fax messages. All you need is a fax modem you can access on a network or one attached to your own computer. Incoming faxes appear as messages in your Microsoft Exchange Inbox. Microsoft Fax comes with a Cover Page Editor (including several sample cover pages) and a Fax Viewer for viewing faxes that cannot be edited.

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μ § *See Also*

For more information about using mail, look up “Microsoft Exchange” in the Help Index.

For more information about Microsoft Fax, look up “fax” in the Help Index.

Connect to other computers

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You can use HyperTerminal and a modem to connect to a remote computer that is not running Windows. This enables you to easily connect to bulletin boards, host systems, or text-based online services. HyperTerminal even configures your modem for you and enables you to dial automatically.

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Explore the online world

Windows 95 also features access to a new online service: The Microsoft Network. Using it, you can exchange messages with people around the world; read the latest news, sports, weather, and financial information; find answers to your technical questions; download from a collection of thousands of useful programs; connect to the Internet; and more!

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Making Your Work Mobile

Windows provides some special programs that make taking your work with you easy and convenient.

Update files on two computers

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Sometimes you might work on the same document both at home and at work, or use a laptop computer when you travel. Now it's easy to keep multiple versions of a file in sync with each other. Just use Briefcase. You can use Briefcase whether your computers are connected by a cable or you use floppy disks to transfer information.

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μ § *See Also*

For information about using Briefcase, look up “Briefcase” in the Help Index.

For information about connecting computers with cables, look up “Direct Cable Connection” in the Help Index.

Connect two computers by using your modem

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With Dial-Up Networking, you can use shared information on another computer even if you're not on a network. For example, you can connect your home and office computers, and gain access to your office network. For more information, see "Using Dial-Up Networking" in Chapter 3, "Introducing Networks."

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Using Other Programs

This section describes two programs that can help you get your work done. To see more, point to Programs on the Start menu, and then point to Accessories. For more information, use the Help menu in each program.

Create pictures by using Paint

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You can create, edit, or view pictures by using Paint. You can paste pictures into other documents you've created, use them for your desktop background, view photos that you have scanned, and more!

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Write by using WordPad

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Windows includes a new text editor that you can use to work on short documents. Among its features are a toolbar for quick access to common tasks, a format bar with buttons for quickly formatting text, and a full range of fonts for you to select from.

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If a Windows Component Isn't Available

You may find that a Windows component described in this chapter isn't available on your computer. In most cases, you can install the component from your Windows Setup disks. For information on how to do this, look up "installing, Windows components" in the Help Index.

If you don't see the component listed in the Add/Remove Programs dialog box, it may be one that is included only with the CD version of Windows. In this case, you can download the component from a download service, such as CompuServe®, The Microsoft Network, the Microsoft Download Service, or the Internet.

Alternatively, you can order a set of fulfillment disks that has the component. If you acquired Windows 95 as a retail product, you can order fulfillment disks by sending in the coupon at the back of this book. If Windows came with your new PC, or if the title page of this book reads "For distribution only with a new PC," contact your PC manufacturer for more information and support.

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