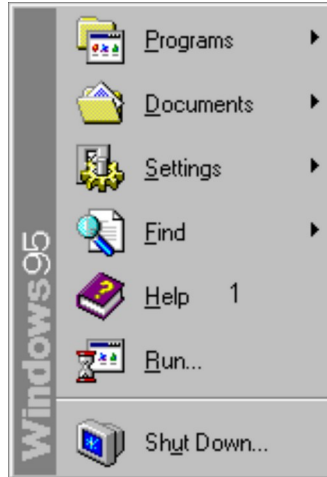# The Improv Presents Windows 95 for the Technically Challenged
by Graphix Zone

Help

       The Help function in Windows 95 is very useful for finding definitive information about a subject or topic. There are multiple ways to access Help in Windows 95. Once you have information on a specific topic, there are many options for managing it.
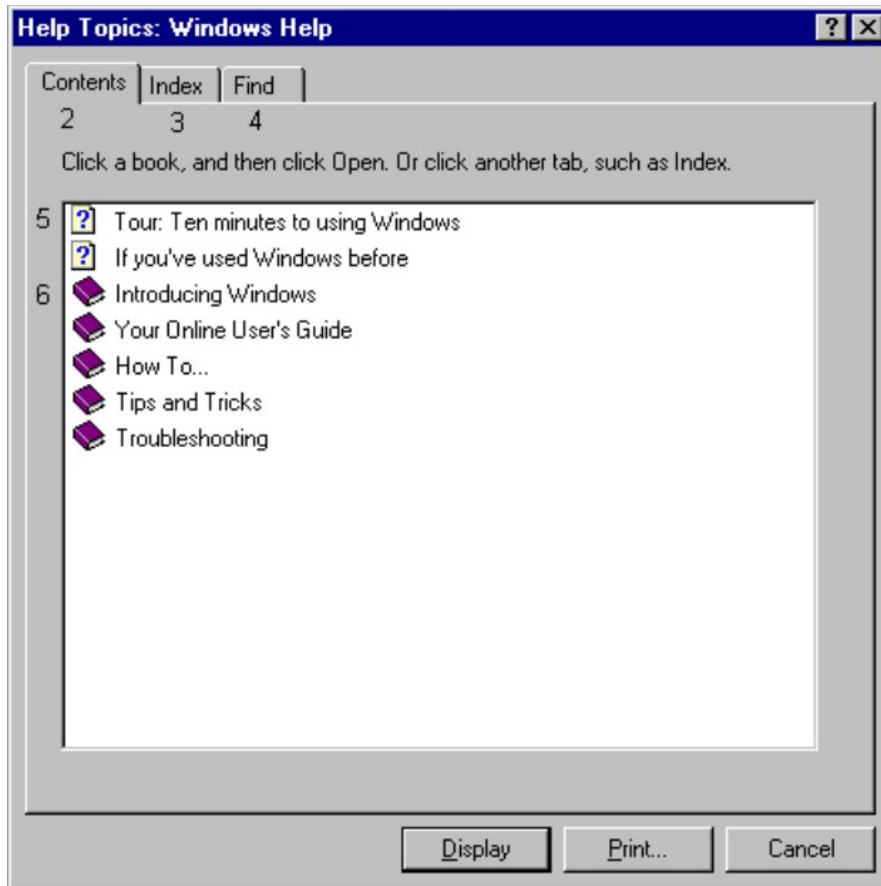
       One way to access **Help (1)** is from the **Start menu**. Highlight Help and left-click.
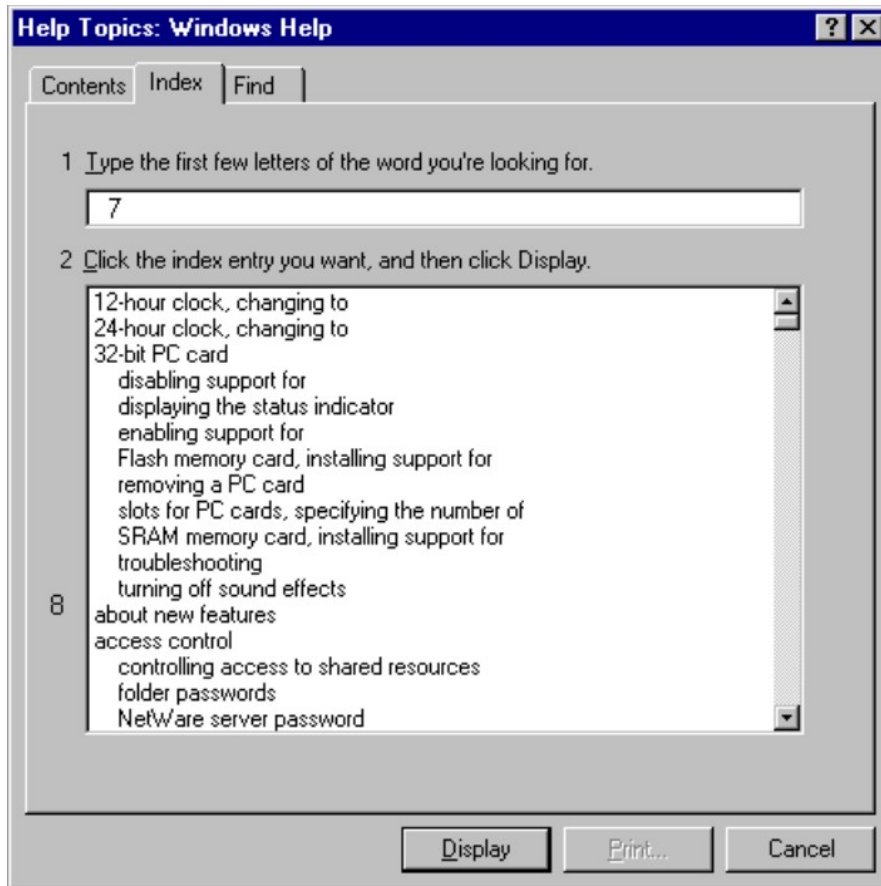

       Another way to access Help in a window is to select Help Topics from the Help menu in the Caption bar of a Windows 95 application.

       There are three ways to choose how you wish to search for information on a specific topic: **Contents tab (2)**, **Index tab (3),** and **Find tab (4)**.
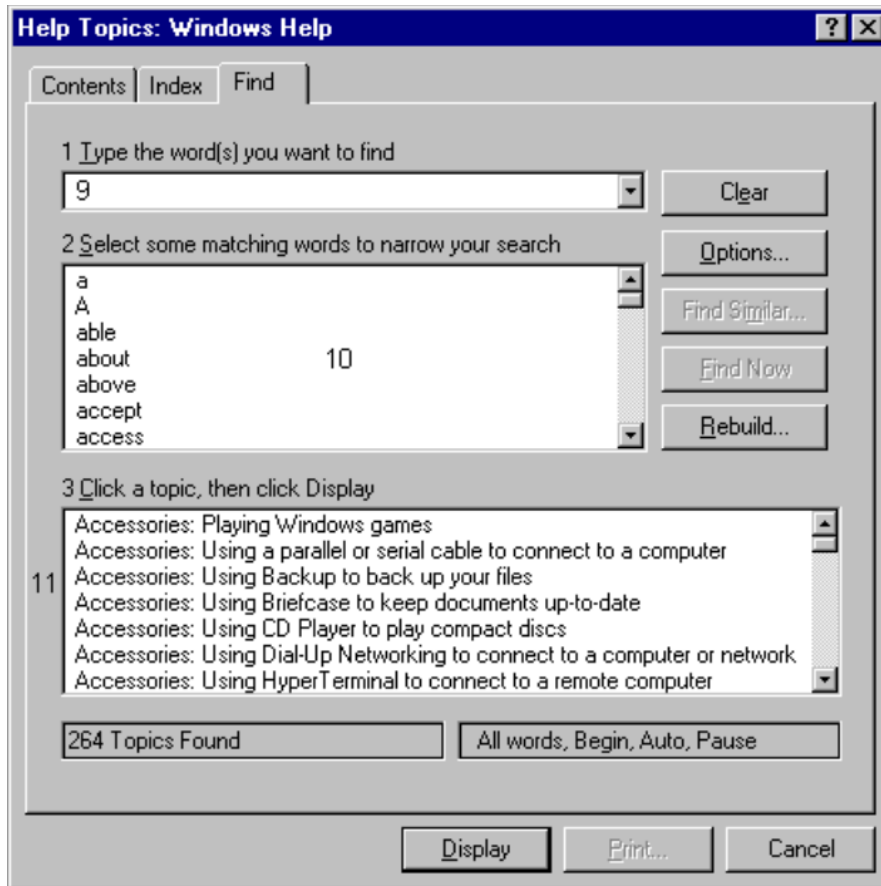
       The **Contents tab** displays a list to choose from. Each item is paired with one of two icons: 1) **document with a question mark (?) (5)** or a **book (6)**. A book contains documents that explain your topic of interest. Once you have selected a document, either **double-click on it** or **highlight it** and select **Open**.

Help Topics: Windows Help

Contents | Index | Find

2   3   4

Click a book, and then click Open. Or click another tab, such as Index.

5 [?] Tour: Ten minutes to using Windows
   [?] If you've used Windows before
6 📘 Introducing Windows
   📘 Your Online User's Guide
   📘 How To...
   📘 Tips and Tricks
   📘 Troubleshooting
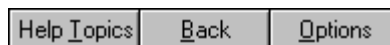
Display   Print...   Cancel

The **Index tab** will ask you to **type in the first few letters of your desired topic (7)**. This will generate a list of related topics. **Double-click on your topic of choice (8)**.

Help Topics: Windows Help [?] [X]

Contents | Index | Find

1 Type the first few letters of the word you're looking for.

```
7
```

2 Click the index entry you want, and then click Display.

```
12-hour clock, changing to
24-hour clock, changing to
32-bit PC card
    disabling support for
    displaying the status indicator
    enabling support for
    Flash memory card, installing support for
    removing a PC card
    slots for PC cards, specifying the number of
    SRAM memory card, installing support for
    troubleshooting
    turning off sound effects
about new features
access control
    controlling access to shared resources
    folder passwords
    NetWare server password
```

8

[Display] [Print...] [Cancel]

The **Find tab** will ask you to **type in the first few letters of your desired topic in question (9)**. Next, **click on a topic from the list (10)** below it. This will generate a **list of related topics (11)**. **Double-click** on one to open it.

Help Topics: Windows Help

Contents | Index | Find

1 Type the word(s) you want to find

```
9
```

2 Select some matching words to narrow your search

```
a
A
able
about                    10
above
accept
access
```

Clear
Options...
Find Similar...
Find Now
Rebuild...

3 Click a topic, then click Display

```
11   Accessories: Playing Windows games
     Accessories: Using a parallel or serial cable to connect to a computer
     Accessories: Using Backup to back up your files
     Accessories: Using Briefcase to keep documents up-to-date
     Accessories: Using CD Player to play compact discs
     Accessories: Using Dial-Up Networking to connect to a computer or network
     Accessories: Using HyperTerminal to connect to a remote computer
```

264 Topics Found   All words, Begin, Auto, Pause

Display   Print...   Cancel

Once you have selected a topic from the Help menu, an interactive dialog box opens with a description of the topic in question. Also inside are **Shortcut buttons** which jump you to the information. At the top of the box are 3 buttons: **Help Topics (13)**, **Back (14)**, and **Options (15)**. **Left-click** on one to activate it.

Help Topics   Back   Options
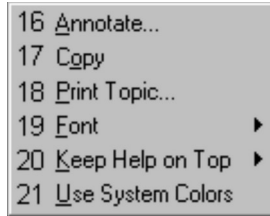
13   14   15

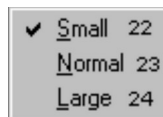The **Help Topics** button will send you back to the **main Help window**.

The **Back** button allows you to retrace one step back in your search through a particular Help topic. Note that if this button is inverted, that means you are at the top of this particular topic and can only search deeper.

The **Options** button allows you to customize the presentation of the information. Clicking on this button brings up a menu with the following functions: **Annotate (16)**, **Copy (17)**, **Print Topic (18)**, **Font (19)**, **Keep Help on Top (20)**, and **Use System Colors (21)**.
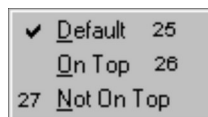
```
16 Annotate...
17 Copy
18 Print Topic...
19 Font                    ▶
20 Keep Help on Top   ▶
21 Use System Colors
```

Annotate allows you to add your own notes to that particular topic. **Copy** allows you to send a copy of the information to the Clipboard. That way, you can go into WordPad and Paste the information directly into a document. **Print Topic** opens up the Printer settings window, allowing you to send the document to the printer of your choice and control the settings.
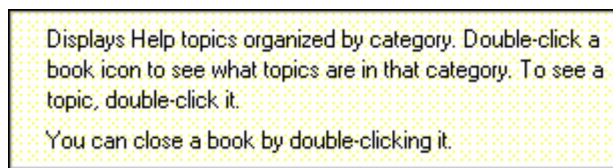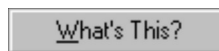
Font allows you to display the information in **Small (22)**, **Normal (23)**, or **Large (24)** typeface on the screen.

```
✔ Small   22
  Normal  23
  Large   24
```

Keep Help on Top gives you 3 options: **Default (25)**, **On Top (26)**, or **Not On Top (27)**. **Use System Colors** allows you to change the Help topic box color scheme.

```
✔ Default   25
  On Top    26
27 Not On Top
```

Another Help function is **What's This?** To activate it, either right-click on an area of the screen or click on the ? icon in the top right corner of the window. When a particular area is clicked upon, an explanation will be given.

```
What's This?
```

```
Displays Help topics organized by category. Double-click a
book icon to see what topics are in that category. To see a
topic, double-click it.

You can close a book by double-clicking it.
```

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