



Introduction to Windows 95/NT

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Introduction

Introduction to Windows 95/NT is a course created for CAL PACT participants to learn more about the features of Windows. The course applies to both the Windows 95 and Windows NT operating systems since the user interface for both are the same. This documentation serves as a supplement and future reference to the class. Not all of the material in this documentation will be covered in the class.

Skills needed to take this class

- basic computer knowledge
- how to use the mouse

Skills and concepts learned in this class

- working with windows
- working with icons
- file management
- using the taskbar
- using the Start button
- working with dialog boxes
- customizing and configuring windows

Conventions used in this document

Menu and menu commands are separated by a vertical bar (|). In the document they will appear as **Menu | Command**. An example of this is “Select **File | New...**”

Windows 95 and Windows NT will here on be referred to as “95/NT” to avoid confusion with working with a window.

Unless specifically stated, all mouse button use will apply to the left mouse button. When needed, the right mouse button will be specifically named as the button to use.

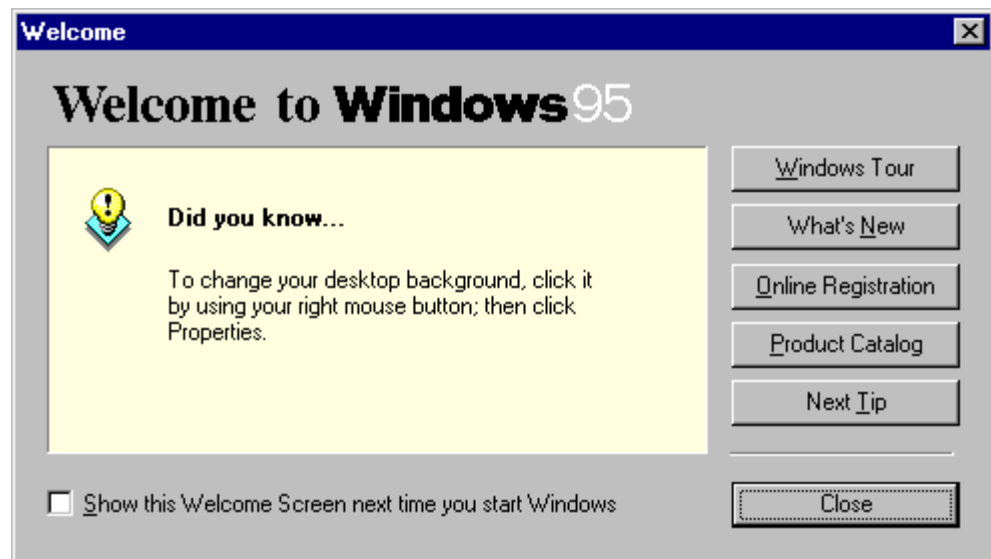
General Information about 95/NT

The 95/NT operating systems were released by Microsoft as a vast improvement over the Windows 3.1 program. A new and improved feature of 95/NT was the graphical user interface - which is the user's main method of interaction with the computer and the various programs that are running on the computer. This hierarchy of programs running under Windows provides a conventional and standard way to work between the many programs. Learning a single method to perform tasks often works on many different and sometimes completely unrelated programs. In the older operating systems, users had to remember many commands using the proper syntax to launch programs, copy files, and perform any work on the computer. Now, the computer is not only a powerful tool, but a friendly tool.

Starting 95/NT

Once 95/NT has been loaded, turning on the computer will start the operating system. Both 95 and NT look exactly the same. The only noticeable difference is that some things will only say "Windows 95" or "Windows NT." The use of both operating systems and everything in this documentation applies to both.

The Welcome Screen



The first window that appears on the screen is the Welcome Screen. By default, this window always opens whenever the computer is started to

provide a general helpful tip on using 95/NT. It is possible to look through the tips by clicking on the “Next Tip” button or close the welcome window by clicking on the “Close” button. One option available is to disable the window automatically when the computer is turned on. Click once in the box on the bottom left with the caption “Show this Welcome Screen next time you start Windows” to disable the welcome screen. Upon closing the Welcome Screen, the computer monitor will display the “standard” view of the 95/NT operating system whose elements are described in the next section.

Note: To enable the Welcome Screen after it has been disabled, run the Welcome.exe file stored in the 95/NT directory and check the box to show the Welcome Screen.

What’s on screen

Desktop



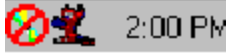
The desktop is the background area on the screen where all work is performed. Just like an office environment, the desktop of a table is a versatile area to calculate budgets, read papers, draw pictures, and even eat lunch. In the 95/NT environment, all windows open on the desktop. The Welcome Screen described earlier is an example of such a window.

Taskbar



The taskbar is the grey bar at the bottom of the screen. It is sectioned into three parts: the Start button on the left, the System Tray on the right, and a middle area. Each element of the taskbar will be described in depth later in the document. A generalized description of each is given in Table 1.

Table 1

| | |
|---|---|
|  | Serves as the main method to access programs, resources, and utilities in the 95/NT operating system. |
|  | Serves as a list of all open windows (except special system windows). |
|  | Serves as a quick access point for various system controls. |




Icons



On the desktop and inside windows, a variety of icons can be displayed. Icons are representations of objects within the computer. Icons are said to represent objects because they do not consist of only files or programs. An icon can represent the disk drives inside the computer, the settings for the keyboard and mouse, or even other computers on a network. One useful benefit of the 95/NT operating system is that the graphic for the icon is used to depict the type of object the file represents. For example, files for Word or Excel will all appear with the same graphical icon, but different labels.

Although there can be a variety of icons on the desktop, there are only a few that will always appear. These are summarized in Table 2.

Table 2

| | |
|---|---|
|  My Computer | <p>My Computer is one access point for exploring the objects within the computer. Opening My Computer will provide icons for each storage device and various system connections. These icons allow for functionality ranging from file manipulation to adding new hardware.</p> |
|  Network Neighborhood | <p>Network Neighborhood is one access point for exploring the various network connections that the computer is connected to. Some examples of network connections are file servers and network printers.</p> |
|  Recycle Bin | <p>The Recycle Bin is the repository for files that are deleted from the computer. The Recycle Bin will be discussed in more detail later.</p> |

Interfacing with 95/NT

There are a few basic concepts to remember when working with 95/NT. With the graphical user interface, the main way to perform actions is to use the mouse. Both the left and the right mouse button is used heavily along with the various ways of clicking the buttons. If the mouse has three buttons, the middle button is currently unused by programs. Below is a description of the general terms and uses for the buttons and the mouse. Many of the things below apply not only to 95/NT, but to programs that are designed to run on 95/NT.

The Left Mouse Button

The left mouse button (LMB) is the most commonly used button. Think of the LMB as the “action” button. Selecting objects, clicking on buttons, dragging objects like icons, and using the pull-down menus are all examples of tasks performed with the LMB. In each case, an action is being performed.

The Right Mouse Button

Use of the right mouse button (RMB) began in the older 4.x version of Microsoft Office and since then has been used heavily in 95/NT and all of the programs running under 95/NT. Think of the RMB as the “what to do” button. Using the RMB on an object presents a context menu of the various commands that can be performed on the object. This is a shortcut feature. Once the context menu is on-screen, the commands are chosen with the LMB because the LMB is the action button. Remember that the context menu is a dynamic menu that changes with the object that is selected. For instance, right clicking on the CD-ROM drive icon will have different commands than right clicking on the desktop.

Single Click

The single click of a mouse button is performed by pressing the mouse button once and letting go. Usually, an audible click will be heard. The single click is most commonly used in selecting a single object or activating commands.

Double Click

The double click of a mouse button is performed by single clicking the mouse button twice in rapid succession. The timing of the two clicks must be performed within a set amount of time or 95/NT will register each click as being separate clicks instead of a double click. The double click is most commonly used in opening objects like icons.

Click and Drag

The click and drag is performed from the combined use of the mouse button and the mouse movement. To perform a click and drag, the mouse button is pressed to begin a click, but not released. While the button is depressed, the mouse is moved performing the drag portion. After the movement is

completed, the button is released, thus completing the click. The click and drag is most commonly used in selecting multiple objects or to move and resize objects when possible.

Keyboard Modifiers

Sometimes mouse movements are accompanied by keyboard modifiers. The purpose of modifiers is to expand the functionality of the mouse. The most common modifiers are the Control and the Shift key. To use modifiers, the keyboard button would be held down during the click and drag motion or while clicking on an object. The mouse button is always released before the keyboard button is released. Examples of keyboard modifiers will be used later in the document.

Window Interface Elements

Window Frame/Resizing Windows



The window frame is the border around every window. This border can be either static or dynamic. Static borders are preset by a program to keep the window size. Windows with static borders cannot be changed in size (examples are dialog boxes and system windows). Dynamic borders can be resized to make the window larger or smaller.

To resize a window, move the mouse to any area on the window frame. The pointer will change from the typical mouse pointer to double headed arrows which indicate the direction that the window will be resized. Click and drag to resize the window.

Title Bar/Moving Windows



The Title Bar at the top of a window provides the name of the window or application program. The title bar actually contains several window controls which are represented by buttons. These buttons are explained later.

To move a window, move the mouse to the empty area of the title bar. Click and drag to move the window. Note that when the window size occupies the maximum amount of space on the screen, it cannot be moved.

System Menu

On the left-hand side of the Title Bar is a small version of the program's icon. This is the system menu. By left-clicking on the icon, a menu of general window controls (move, resize, close, etc.) will appear. By right-clicking anywhere on the Title Bar, the system menu will also appear. The menu of window controls is not important in 95/NT because there are faster and easier ways to perform the same commands. The keyboard shortcut for accessing the system menu is Alt+Spacebar.

Minimize Button

The minimize button represented by the graphic above is on the right-hand side of the Title bar. By clicking on the button to minimize a window, the window is taken off the screen. The button representing the window will still be present on the Taskbar. From the Taskbar, click on the window button and the window will be restored on the screen to its original location. Minimizing a window or program is not the same as quitting, exiting, or closing the window. While the window is minimized, the window still uses system resources like RAM. Minimizing is beneficial to clear the desktop of unused windows.


Using the keyboard, there are quick ways to minimize a window. To minimize the active window, press Alt+Spacebar followed by pressing N. Remember that Alt+Spacebar accesses the system menu. Pressing N activates the minimize command.

To minimize all of the open windows, use the Windows key+M. The Windows key (it has a flying windows logo on it) is located between the Ctrl and Alt keys at the bottom of the keyboard. The Windows key is only available on newer keyboards.

Maximize/Restore Button

The maximize/restore button represented by the graphics above is located on the right-hand side of the Title bar. The button will display one of the two appearances depending on the state of the window. When a window does not occupy the full area on the screen, the button will be represented by one box. Clicking on this button will "maximize" the screen. When a screen is maximized, the button will be represented by two boxes. Clicking on the button will "restore" the screen to its original size.

Help Button

The help button represented by the graphic above is located on the right-hand side of the Title bar in special windows like system windows. The purpose of the help button is to provide quick explanations of items within the window. Click once on the help button and the mouse pointer will change to include a question mark on the right ()?. Now by clicking on objects within the window, an explanation of the object will appear if there is one. Note that this help button only applies to the window, it is not the same as the general 95/NT Help feature.

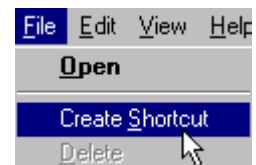
Close Button

The close button, represented by the graphic above, is a new feature of 95/NT. This button closes a window or exits a program. It is equivalent to selecting "close" from the system menu, but takes much less time because it only requires a single click.


The keyboard shortcut for closing a window is Alt+F4.

Menu Bar

The menu bar is located under the Title bar, and provides hierarchical access to all program functions. Although programs are not required to have a menu, most do and almost all their functionality is accessible from items in the menu. Common menu bar items are File, Edit, View, and Help. To view the command inside the menu bar, click on a menu bar item and a list of commands will drop down. Clicking on a command in the drop-down list will activate the command. Some commands may be grayed out to indicate that they are currently unavailable for use.



To access the menu bar using the keyboard, press the Alt key once. This will activate the menu bar. Use the arrow keys on the keyboard to navigate the menu. An even quicker way is to use the keyboard shortcuts. Notice that the menus and the commands within a menu have one letter underlined. These are the keyboard shortcuts. For instance, to access the **File | Create Shortcut** command shown in the graphic above, the keyboard buttons to use are Alt, F, and S.

Status Bar

The status bar is an area of a window, commonly at the bottom, that provides information to the user. How the status bar is used, or if it is used at all, is determined by the program.

A common feature of the status bar is a tray. The tray is a sunken-in area of the status bar which contains multiple icons. These icons are usually representative of various features of the program or system.

The status bar can also display explanatory information. By placing the mouse over a toolbar icon or a menu command, the status bar will display a short description of the command's function.

Scroll Bars

Scroll bars are not always visible in a window. The purpose of the scroll bars is to move the "view" of the window if the contents of the window extend outside of the area in the window. Scroll bars can appear as a horizontal and/or a vertical scroll bar. The scroll bar itself is divided into separate regions. The middle of the scroll bar is occupied by an empty gray region with a raised marker inside. The marker is used to represent the location of the view and how much of the window content is shown. To move the view of the window, either click once in the empty gray area to move the marker to that location or click and drag the marker to the desired location. To move the view in small increments, click the outward pointing arrows on the ends of the scroll bar to move the marker in the direction of the arrow.

Active vs. Inactive Windows

When working with multiple windows in 95/NT, only one of the open windows can be the active window. All other windows are considered to be inactive windows. The active window can be identified by the color of the Title bar and its dominance on the screen. Active windows can cover parts of an inactive window or the entire inactive window. To switch to another window, either click on any part of the inactive window that is visible or click on the button for the window in the taskbar. The once inactive window will be brought to the foreground as the new active window.

Another way to switch between the open windows is to use the Alt+Tab

keyboard shortcut. Begin by pressing and holding down the Alt key. With the Alt key held down, tap the Tab key and a window will appear in the middle of the screen displaying icons for all of the open windows. Each time the Tab key is pressed, the border will switch to a different icon. When the desired icon is selected, release the Alt key and the window will become the active window.

Selecting and Opening Icons

Selecting Single Icons

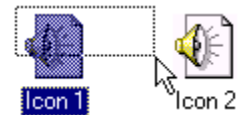
To select one icon, click on the icon. The icon will be highlighted. Click on a different icon to select a new icon.



Selecting Multiple Adjacent Icons

To select multiple adjacent icons, there are two methods.

- Move the mouse to an empty area on the desktop or window. Click and drag the mouse. Notice that a selection box will be drawn as the mouse is dragged. As the border of the selection box touches an icon, it will become highlighted. To remove the highlighting, either select a new icon(s) or click in an empty area.



- Begin by selecting one icon with a click. The icon that is selected should be in one of the corners of the icons that will be highlighted. With the one icon selected, move the mouse to the icon in the opposite corner of the group of icons to highlight. Notice that this is not a click and drag motion. The first icon was selected with a click and the mouse is moved without any buttons held down. Now hold down the Shift key on the keyboard. While keeping the Shift key held down, click on the new icon. Release the Shift key and a grouping of icons will be highlighted

Selecting Multiple Non-Adjacent Icons

To select multiple nonadjacent icons, the Control key on the keyboard will be used as a keyboard modifier. Select the first icon with a click. Now hold down the Control key and click all of the icons to select. Release the Control key after all of the desired icons have been selected.

Opening Icons

Open icons by double clicking on the icons.

Using My Computer

My Computer is an access point for browsing through the files on the computer. Open My Computer - the window that appears shows all of the storage devices (floppy drive, hard drive, CD-ROM drive, removable drives, network drives, etc.) along with the special Control Panels and Printers folder.



To view the contents in a storage device, double click the icon and a window will appear displaying the folders and files stored in the drive. Folders can be opened to view the contents inside.

95/NT defaults to using separate windows to display the contents of a storage device or folder. For example, double clicking "My Computer" will open the window shown above. Double clicking the "(C:)" icon will open a second window displaying the contents of the hard drive. Sometimes people prefer to view the contents using the same window, thus preventing multiple windows on the screen. By holding down the Control key while double clicking on an icon, 95/NT will display the new contents using the same window. To permanently change this feature, select **View | Options** from any window. Under the folder tab, select the option to browse contents using a single window. Once this option is set, the Control key modifier will cause 95/NT to use separate windows to display contents.

A common problem that people encounter when browsing with multiple

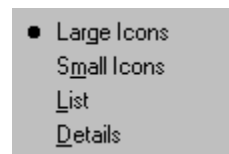
windows is the eventual proliferation of windows everywhere (Bill Gates' motto). To close the windows, the user most commonly closes each window individually. To solve this problem there is a keyboard modifier. When clicking on the "X" in the upper right of the window, hold down the Shift key. This will close all of the windows within that branch of the directory tree. For example, begin by opening "My Computer", then the "(C:)" drive, and finally two separate folders inside the "(C:)" drive. Next hold the Shift key and click on the "X" for one of the folder windows. Notice that the window along with the "My Computer" and "(C:)" window are closed. The other window is not closed because it is not in the same branch of the tree.

A common problem encountered when browsing using the same window occurs when a user accidentally opens a folder that they didn't want. Usually they return to "My Computer" and begin all over again. 95/NT has the ability to move up one level by using the Backspace key. This allows the user to retrace their steps without having to start all over again.






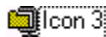



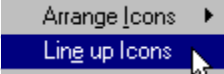









Icon/File Management

Viewing Icons in Windows

There are a variety of ways to view the files in a window. Select the **View** menu and choose one of the four options shown in the graphic to the right. Table 3 shows an example of what each of the options will appear like.



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| □ □ □ □ □ □ □ □ |  Icon 1  Icon 2  Icon 3 | | | | | | | | | | | | | | | | |
|--|---|-----------------------------|-----------------|------|----------|--|-----|------------|-----------------|--|-----|-----------------------------|-----------------|--|-----|-------------|-----------------|
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| □ □ □ □ □ □ | <table border="1"> <thead> <tr> <th>Name</th> <th>Size</th> <th>Type</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td> Icon 1</td> <td>0KB</td> <td>Wave Sound</td> <td>1/8/98 5:24 ...</td> </tr> <tr> <td> Icon 2</td> <td>1KB</td> <td>Netscape Hypertext Document</td> <td>5/19/97 5:22...</td> </tr> <tr> <td> Icon 3</td> <td>0KB</td> <td>WinZip File</td> <td>1/8/98 5:25 ...</td> </tr> </tbody> </table> | Name | Size | Type | Modified |  Icon 1 | 0KB | Wave Sound | 1/8/98 5:24 ... |  Icon 2 | 1KB | Netscape Hypertext Document | 5/19/97 5:22... |  Icon 3 | 0KB | WinZip File | 1/8/98 5:25 ... |
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|  Icon 3 | 0KB | WinZip File | 1/8/98 5:25 ... | | | | | | | | | | | | | | |

Arranging Icons

Icons on the desktop or viewed as “Large Icons” or “Small Icons” in a window can be rearranged into any order. To do so, select an icon or group of icons and click and drag to move them to another location within the desktop or window. Manually rearranging icons in this method is most useful for the desktop only. This makes it possible to group icons into areas on the desktop.

When icons are manually arranged, it’s hard to lineup the icons. 95/NT has a feature that will automatically lineup icons according to an invisible grid pattern. To activate this command, right click in an empty space on the desktop of a window to bring up the context menu and select the command **Line up Icons**.

When viewing the contents of a window, it is useful to have 95/NT automatically arrange the icons. Once again by right clicking on an empty space in a window (or on the desktop), select the command **Arrange Icons**. Notice that this command actually has an additional menu of options. Table 4 provides an explanation of each option. Within a window, another way to arrange the icons is to select **View | Arrange Icons**.

Table 4

| | |
|--------------|---|
| by Name | Arranges the icons alphabetically by the label. |
| by Type | Arranges the icons by the type of file they are. For instance, all Excel spreadsheets will be grouped together. |
| by Size | Arranges the icons by their file size from smallest to largest. |
| by Date | Arranges the icons by their date from the oldest to the newest. |
| Auto Arrange | Automatically keeps the icons arranged. Manual arranging is disabled. The Auto Arrange option is a toggle button. It is either on or off. |

Copying and Moving Icons/Files

Icons and files can be moved and copied from one location to another on the computer. To do so, select the icon(s) to move and use one of the three following methods.

- This method covers the concept of cutting, copying, and pasting which is used in many different programs. Right click on the selected icon(s) and choose the command **Cut** or use the keyboard shortcut **Control+X** to begin moving the icon(s) or choose the command **Copy** or use the keyboard shortcut



Control+C. When a file is cut or copied, it is marked inside the computer's memory. Now select the destination location for the icon(s). Most commonly this will be a different window or the desktop. Remember the destination location should be the active window. Right click and choose the command **Paste** or use the keyboard shortcut **Control+V**. Using Cut and Paste will move icons; using Copy and Paste will copy icons. Besides right clicking or using the keyboard shortcuts, the commands can be found in the **Edit** menu.

- A second method to move and copy the icon(s) is to click and drag the icons from the original location to another. It is fine to click and drag the selected icon(s) over a folder or the icon for a disk drive to move the icons to these locations. Note that both the original and destination location must be visible on the screen. While dragging the icon(s), an outline of the icon(s) will also appear.

Here is where things get a little tricky. When the icon(s) are dragged to the destination location, there is a default action of move or copy. The action can be identified by looking at the mouse pointer. When a copy action is the default, a small plus sign will appear to the right of the pointer (☞+).

When a move action is the default there will not be a plus sign (☞).

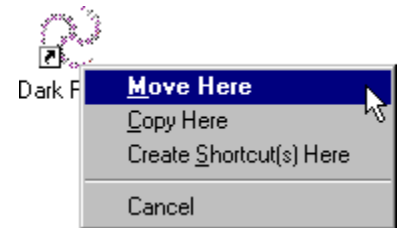
-- If the default action is copy, it can be forced to a move action by holding down the Shift key and then releasing the mouse button. Holding down the Shift key will make the plus sign disappear.

-- If the default action is move, it can be forced to a copy action by holding down the Control key and then releasing the mouse button. Holding down

the Control key will make the plus sign disappear.

95/NT chooses the default action depending on the original location and destination location for the icon(s). Earlier, when discussing the My Computer icon, opening My Computer displayed all of the storage devices attached to the computer. When icons are dragged from one location to another location on the same storage device, the default action is move. When icons are dragged from a location on one storage device to a different storage device, the default action is copy. The desktop is not considered to be a separate storage device on the computer. It is actually a folder on one of the hard drives.

- The last method to move and copy icon(s) is to click and drag the icons just like the previous method. The big difference is that the icon(s) are clicked and dragged using the right mouse button, not the left. After dragging the icons and releasing the right mouse button, a context menu will appear displaying the listing of commands. Choose the desired command with the left mouse button. Using this method eliminates the use of keyboard modifiers but it adds the extra step of selecting the command from the context menu.



Renaming Icons/Files

Renaming icons and files is a simple process in 95/NT. Select an icon and

- select **File | Rename** or
- right click and choose **Rename** or
- click once on the label for the icon.

Done correctly, the label will be highlighted as shown to the right. Enter in a new name or change the name for the icon.

Unlike older PC operating systems, 95/NT supports long filenames up to 235 characters. Although spaces are allowed, some special characters like /, \, ", *, :, ?, <, >, and | are not allowed.



Creating New Folders

New Folders can be easily created on the desktop or in a window by right clicking in an empty area and choosing the **New | Folder** command. The new folder will appear with the name already highlighted. Type in a name for the folder and press the enter key. An alternate method is to select **File | New | Folder** from the menu bar in a window.

Deleting Icons/Files

Icons and files can be easily deleted by first selecting the icon(s) and

- pressing the delete key on the keyboard or
- right clicking and choosing the command **Delete** or
- clicking and dragging the icon(s) to the Recycling Bin.

When using the delete key or through right clicking, a confirmation dialog box will appear to confirm the deletion of the files. Remember that most files that are deleted are not permanently deleted, they are sent to the Recycling Bin for “storage.” Some files are permanently deleted instead of being sent to the Recycling Bin. These concepts will be covered in detail later.

Using the Toolbar



Inside a window, the window toolbar can be activated by selecting **View | Toolbar**. The toolbar shown above will appear below the menu bar for each window. This toolbar has shortcuts to the commands discussed earlier. If a toolbar button is unfamiliar, place the mouse pointer over the button and a tooltip will appear.



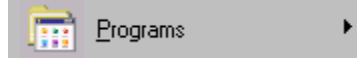
The Start Button



The Start button is an access point composed of multiple cascading menus for resources, utilities, and programs located on the computer. Access the Start menu by clicking once on the button or by pressing the Windows key on the keyboard and the first level of resources will be available. Notice that some of the commands have an arrow at the right hand side. This means that selecting that command will actually open to another menu with

additional commands. Navigate the new menus by moving the mouse directly to the right until the pointer is inside the new menu. The arrow keys on the keyboard can also be used to move through the Start menu. Each of the first-level commands are explained below.

Programs



Programs is the main method of starting application programs. It can be composed of multiple cascading menus. Whenever there is another level of menus, the icon will be represented by a folder with an arrow on the right hand side. Navigate through the menus until the desired application program is shown. Select the program to start the program.

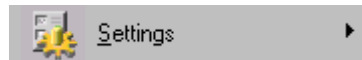
The Programs menu is actually fully configurable by the user. The Customization section of the document will include information on adding, removing, or reorganizing items in the menus.

Documents



The Documents option opens a second menu which will display the last fifteen documents (by default) that were used on the computer. These can be any type of file like word processing, spreadsheet, graphic, or compression files. The purpose is to allow the user quick access to the last documents that they were working on. By selecting one of the documents on the list, the associated application program will automatically start and open the document.

Settings



Settings provide access to control many of the appearances, controls, and preferences in 95/NT. Settings will be covered at the end of this document.

Find



Find is used mainly to look for files on the computer. Choosing this command will allow the user to type in a file name and specify the storage device to look on.

Help



Choosing Help will open the general 95/NT help screen. This will be covered in-depth later in the document.

Run

Choosing Run will open a dialog box on the screen where the user can start programs by typing in the program location and name. The Run button is reminiscent of the older MS-DOS operating system and it is not used extensively in 95/NT.

Shutdown

Shutdown is used when the user wishes to turn off the computer or restart the computer. This will be covered at the end of the document.

Creating and Using Shortcuts

95/NT includes a very special time and space saving feature called shortcuts. Shortcuts, which occupy negligible disk space, act as pointers to other files inside the computer. This increases the versatility of the 95/NT system. For instance, Microsoft Word may be a program that is commonly used. The program can be accessed from the Start button, but it would be easier and faster to have the shortcut on the desktop. By creating a shortcut on the desktop, opening the shortcut will “point” to the real application program and launch the program. It is important to note, however, that operations such as delete, rename and move apply only to the shortcut and not to the actual program. This is a common source of confusion.



The easiest way to create a new shortcut is to begin by finding the original icon and selecting it. From here, use one of the two following methods:

- Right click and choose the “Create Shortcut” option to create a new shortcut next to the original icon. Move the shortcut to the desired location.
- Use the right mouse button to click and drag the selected icon to the new location. Release the mouse button and select “Create Shortcut Here” from the context menu. This is similar to the method of moving and copying.

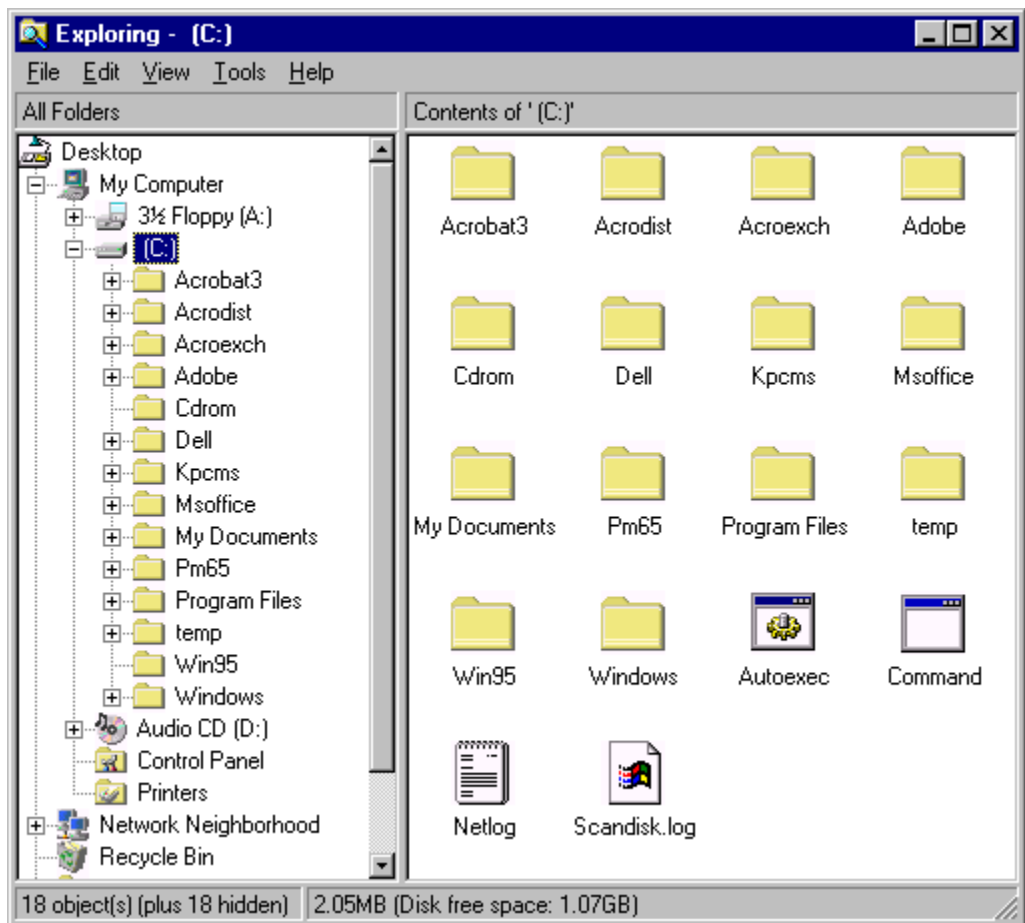
There are a few things to notice about shortcuts. The default name for a new shortcut is “Shortcut to [original icon name].” This name can be changed by renaming the icon. All shortcuts also have a small curving arrow in the lower left hand corner of the icon. Whenever an icon has the curling arrow, it means that it is a shortcut, not the original program or file. Do not acci-

dentally copy or move the shortcut instead of the file.

Special Tip: In the discussion above, shortcuts were discussed in relation to files and programs. It is extremely useful to create shortcuts to the storage devices on the computer. Open My Computer and create shortcuts to each of the storage devices and place them on the desktop. A dialog box may appear to force the shortcut to be placed on the desktop - just select OK. These shortcuts function exactly like the original icon. Double clicking on the icon can open a window to the device. To quickly copy files to drives like the floppy drive, icons can be dragged over the shortcut.

Advanced File Management Using the Explorer

The Explorer Interface is similar to My Computer, but it provides access to the files on the computer in a single standardized window. Start the Explorer by selecting **Start | Programs | Windows Explorer**. The Explorer has a split-pane view with a directory pane on the left and the file pane on the right.



The directory pane is organized in an hierarchical or tree structure. The Desktop is at the very top, serving as the “root” of the tree. The storage devices and folders branch from the desktop. The structure can be expanded or collapsed by using the plus or minus signs next to each item. Since the directory pane only displays the storage devices and folders, a plus sign means that there are more folders stored in an item. Note that the directory pane will not show any of the files in a location.

The file pane on the right displays all of the objects in a selected directory. To view a directory, select the object in the directory pane. What is important about the Explorer is that all of the icon/file management commands can be used in the explorer. To move or copy files, the icons in the file pane can be dragged to the directory pane. In addition, the size of the panes can be adjusted by clicking and dragging the vertical split bar located between the two panes.

Choosing between using the Explorer or My Computer depends on personal preference. In some situations like reorganizing a large number of files, it may be easier to use the Explorer.

The Recycling Bin



Recycle Bin

The Recycling Bin is a repository of deleted files. These files will remain in the Bin until it is emptied. This provides a small amount of security because the files in the Bin can be moved out of the Bin (just like moving icons/files) if they were deleted by accident. When the Recycle Bin window is open, right clicking on a file and choosing **Restore** will also recover the file and move it back to its original location. While this is helpful, the files in the Bin still occupy disk space so it is important to empty the Bin at regular intervals.

Before emptying the Recycling Bin, it is always best to first ensure that the files inside are safe to be permanently deleted. Open the Recycle Bin by double-clicking on the icon. A window will appear showing a listing of all the files that were sent to the bin along with information like the original location and the date deleted. If a file was deleted by accident, drag the file out of the Recycling Bin or right click and choose **Restore**. Once all of the files are safe to empty, choose **File | Empty Recycling Bin** or right click on the icon and choose **Empty Recycling Bin**. A dialog box will appear asking

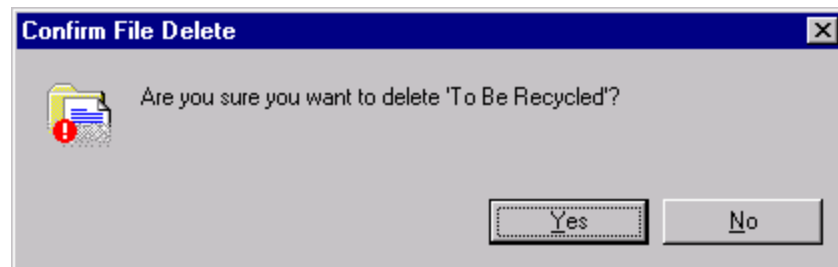
for confirmation of the action. Choose "Yes" and the Bin will be emptied.

Sidenote: Notice that the icon for the Recycling Bin is dynamic. When files are present in the Bin, the icon has little pieces of paper at the top. When the Bin is empty, the icon is also empty.

There is a big distinction with the dialog boxes that appear when a file or folder is deleted. Typically the following window will appear:



Notice that the icon shows the Recycle Bin and the text says that the item will be sent to the Recycle Bin. When items are deleted from diskettes and network drives, 95/NT does not have the ability to send the items to the Recycle Bin. In this case the following dialog box will appear:



Notice that the icon shows items being shredded and the text says that the item will be deleted instead of being sent to the Recycle Bin. This is the same dialog box that appears when the Recycle Bin is Emptied. Know the difference between the two!

Save and Open Dialog Boxes

Programs under 95/NT have a very similar dialog box for saving or opening files. Not all dialog boxes have the same functions, but a standard dialog box shown below will be used as an example. The toolbar along the top of the dialog boxes displays the current location along with various quick

commands. Each item in the toolbar is explained in the Table 5.

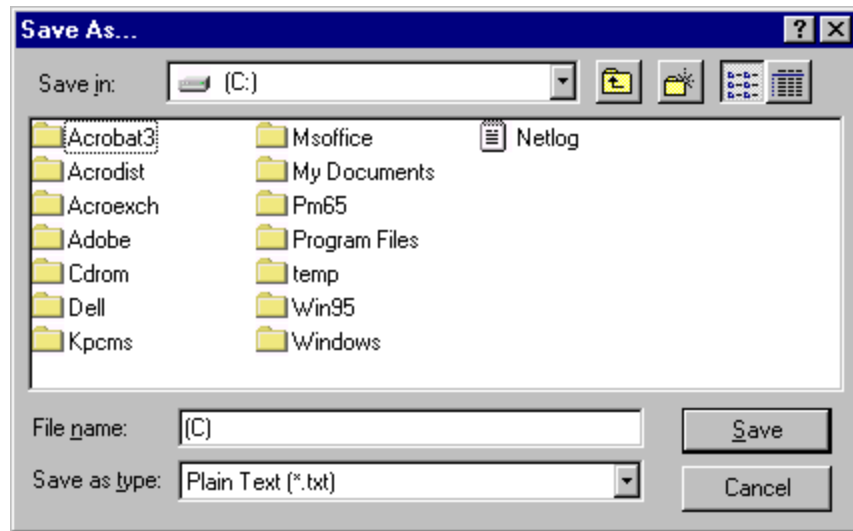


Table 5

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|--|--|
| | <p>This area displays the current location. By clicking on the downward arrow on the right side, a drop down list of the storage devices and folders on the desktop will be shown. Select one of the objects to switch the location. Think of this area as a simplified version of the directory pane in the Windows Explorer.</p> |
| | <p>This button will move the current location up one level in the directory tree. For instance, if the current location is the C: drive, clicking the button once will move up one level to My Computer.</p> |
| | <p>This button will automatically create a new folder in the current location. The folder can be renamed</p> |
| | <p>If these buttons are present, they will change the view of the icons.</p> |

Depending on the application program, there may be other specialized buttons in the toolbar. By leaving the mouse over a button, a yellow flag will appear after a second giving a small description of the button.



Underneath the toolbar is a white region displaying all of the objects inside the directory selected in the directory field. This area is similar to the file pane of the Windows Explorer. If a folder is shown in this area, double clicking on it will switch the location to that folder.

Side Note: Since this region operates the same as the file pane, it is possible to do many of the file management operations like moving, copying, and renaming files shown in the area. Although it is not recommended, it is useful to know that this is possible.

At the bottom of the dialog box are two fields for the file name and file type. The file name is the user entered name for the file. Under file type, this is the format that the file will be saved in. To chose a different format, click on the downward arrow to the right. In an open dialog box, this area acts as a filter for the file type that will be displayed. Often times if a desired file is not shown, change the file type to "All Files" or any similar option.

Since dialog boxes are customized for the program, the example above is just a generalization. The function of any extra options in a dialog box will be easy to understand. If not, refer to the program manual for help on the option.

Customization

Desktop and the Display

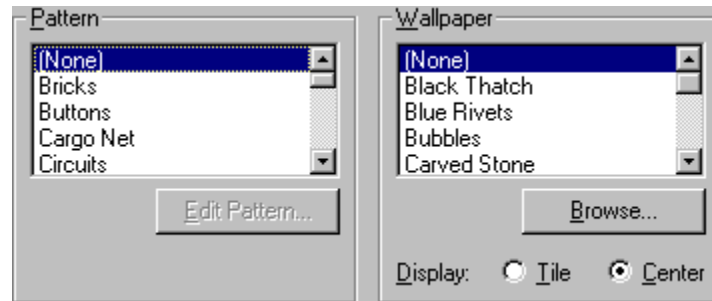


Display

Adjusting the desktop settings can be done by right clicking on the desktop and choosing the Properties option. And alternate method is to select **Start | Settings | Control Panel** and opening the icon labeled Display. With both methods, the Display Properties window will appear. This window has four default Window tabs: Background, Screen Saver, Appearance, and Settings. The Settings window tab will now be discussed because these setting should be set by the administrator.

- The Background Screen tab is used to control the desktop pattern and wallpaper. For the pattern, select one of the patterns from the list on the left and a sample of that pattern will be shown in the upper portion of the window. For the wallpaper, select one of the wallpapers from the list on the right and a sample will be shown. The radio buttons take used to control how the wallpaper is displayed. Choosing Center will center the wallpaper

in the middle of the screen. Choosing Tile will repeat the wallpaper so that it occupies the entire screen.



- The Screen Saver tab is used to control the screen saver. From the drop down list, select a screen saver to use. The setting for the selected screen saver can be set by clicking on the Settings... button. The screen saver can also be previewed. Once a screen saver is selected, set the wait time and a password if desired.

On some systems, there is also a section on energy saving features. These are used to control the amount of time the computer is idle before the monitor is set to low power standby or shut off.

- The Appearance tab is used to control all of the appearance settings like colors, fonts, and spacings. 95/NT has a lot of predefined schemes installed. These can be accessed by using the drop down list to select a scheme. A sample of the scheme will be immediately shown. To adjust only a portion of the appearance settings, select the desired item in the Item: field. Any setting associated with item will become active to allow changes.

Taskbar Taskbar...

Taskbar settings are adjusted by selecting **Start | Settings | Taskbar**. In the window that appears, there are four settings for the taskbar. The upper portion of the window is a sample region of how the selected setting will appear. After selecting the settings, click on OK to apply the setting and close the window or click on Apply to apply the setting while leaving the window open. Click Cancel to cancel any changes. Each setting is described in Table 6.

In addition to the Taskbar options window tab, there is a window tab labeled Start Menu Programs. Click on the window tab to bring up the settings. In the upper portion are the setting to change the programs to the

Table 6

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|--|--|
| <input checked="" type="checkbox"/> Always on top | The always on top setting is used to insure that the taskbar will always be visible. If this setting is not checked, other windows can cover the taskbar. It is recommended that this setting always be checked. |
| <input checked="" type="checkbox"/> Auto hide | Auto hide causes the taskbar to collapse into a thin gray line along the edge of the screen whenever the mouse pointer is away from the taskbar. By moving the mouse to the edge of the screen, the taskbar will reappear. |
| <input checked="" type="checkbox"/> Show small icons in Start menu | This option causes smaller icons to appear in the Start menu. The 95/NT logo will also not appear in the Start menu if this option is checked |
| <input checked="" type="checkbox"/> Show Clock | This will toggle the appearance of the clock in the system tray of the taskbar. |

Start menu. This is described in the next section. In the lower half of the window is a button to clear the document listing stored in the documents portion of the Start menu. Click this button to clear the listing.

There are various other ways to adjust the taskbar without using the setting window. One ability is to change the location of the taskbar. By default, 95/NT places the taskbar at the bottom of the screen. To move the taskbar to a different location, click and drag inside an empty area of the taskbar. Dragging the mouse to another edge of the screen will cause the taskbar to move to that side of the screen. The height of the taskbar can also be adjusted by moving the mouse to the inner edge of the taskbar. The mouse pointer will change to double-headed arrows. Click and drag to resize the taskbar.

Start Menu Programs

There are two ways to adjust the icons when clicking on **Start | Programs**. Both methods are very similar in their operation. Note when using either method that the icons in the Program menu are all shortcuts. This is how the Program menu operates: there is a folder in the windows directory where all of the shortcuts are stored. Whenever **Start | Programs** is selected,


the items in the directory are read and displayed in the menu.

- The first method is done through the Start Menu Programs window tab of the Taskbar settings. Clicking on the Add or the Remove button will allow icons to be added to the Programs menu. By clicking on the Advanced button, this will open a special Windows Explorer view which only displays the folders of the Start menu. Navigate through the directories to add, remove, or rearrange the icons. New folders can be created using the methods explained earlier. One useful trick is to make copies of the shortcuts for the most used application to the desktop. This way, the programs can be launched from the desktop.
- The second method is performed by right clicking on the Start button and choosing the option Explore. This will open the full Windows Explorer with the highlighted directory set as the Start Menu folder. From here, the icons can be modified as described above.

Sound and Volumes



The various alert sounds can be adjusted by selecting **Start | Settings | Control Panel**. In the window that appears, open the icon labeled "Sounds." Choose one of the sounds to preview it or click on the Browse button to change the sound.

Adjusting volume levels from the computer is adjusted through the speaker icon in the system tray of the taskbar (). By clicking once on the speaker, a general control for the volume will appear. Double clicking on the icon will open a window for adjusting the individual sound settings.

Keyboard Properties



Keyboard settings are adjusted by selecting **Start | Settings | Control Panel**. In the window that appears, open the icon labeled "Keyboard." Using the Speed, Language, and General window tabs, various settings like the keyboard speed and language can be adjusted. Changing to the Dvorak keyboard format is also set in this control panel.

Mouse Properties



Settings for the mouse are adjusted by selecting **Start | Settings | Control Panel**. In the window that appears, open the icon labeled "Mouse." The window that appear is divided into the four window tabs Buttons, Pointers,

Motion, and General. Click on the desired window tab to adjust the associated settings. With the mouse control panel, things like movement speed, double click speed, and button configuration can be adjusted.

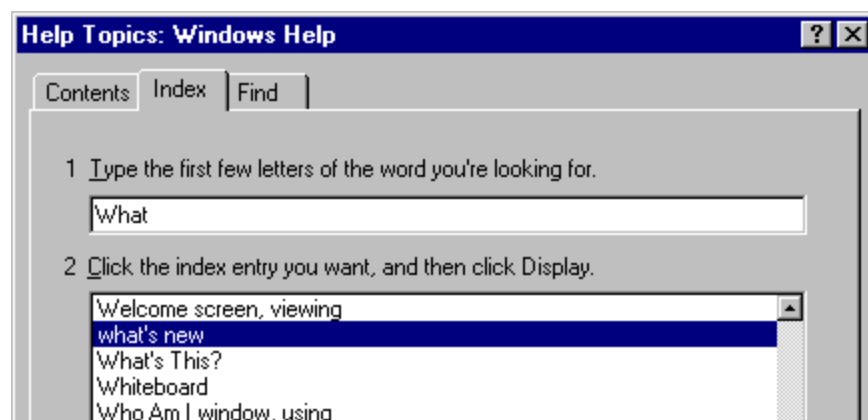
Accessibility Options



95/NT provides accessibility options by selecting **Start | Settings | Control Panel**. In the window that appears, double click on the Accessibility Options Icon. This control panel is used to adjust the properties of the 95/NT environment to accommodate users with physical challenges. The five window tabs (Keyboard, Sound, Display, Mouse, and General) allow for changes like high contrast display and filter keys for ignoring repeated keystrokes.

On-line Help

On-line Help for 95/NT or a program is available at any time selecting **Start | Help** for 95/NT or the Help item in the menu bar. The Help window that appears is divided into three window tabs: Contents, Index, and Find. The Contents tab displays a listing of the frequently asked topics. Double click on the icons to expand a topic or to view the information on a topic. The Index tab functions more like the index of a textbook. In the upper field, typing in letters will automatically move the index entries through the list to match the letters entered. If a desired entry is found, double click the entry to view the help information.



Although Help functions are customized for every program, they all operate in a similar fashion. Whenever there is a question about the program, the Help menu is always a good place to look.

Shutting Down

It is not safe to just turn off the power at the end of the day to shut down the computer. Turning off or restarting the computer is done through selecting **Start | Shut Down**. The following dialog box will appear giving the various options. Select the option desired and click on the Yes button to activate the option.

If the “Shut down the computer?” option is chosen, 95/NT will cycle through the proper procedures. The screen will change indicating that it is preparing to shut down. When it is safe to turn off the power, the screen will display the information. Now it is safe to clean up and head home for the day.

