Beginners Table of Contents

Main Introduction

Open Book:

otice how the image of the book (top left) is now open.   You can use the book to turn pages forwards and backwards.   The current page, "Page 1" in this case, is written over the book so you know your current location.

Next, you will go back to the introduction, and return here.   After you go there, point the mouse cursor at the closed book (again) and click the same mouse button as last time to return here.   Okay, do it: Point the mouse cursor at the left part of the image of the book, which is labeled "Last Page," and click the same mouse button as before.   When you come back, continue reading below.

Welcome back.   With the open book at the top, it is easy to flip through pages. Now, put the mouse cursor on the right side of the image of the book, labeled "Next Page," and click the same mouse button as before to continue.

Point and Click:

You got here by pointing and clicking with the mouse.   *Point and click* means to point the mouse cursor at something on the screen and click the primary mouse button.

The primary mouse button is whichever mouse button you just clicked to get here.   Often, it is the one which is natually underneath your pointer finger.   For a right-handed mouse, it is usually the button on the left.   For a left-handed mouse, it is usually the button on the right.   Once you find the primary mouse button, stick with it.

Point and click on the "Next Page" of the image of the book in order to continue.

Flexibility:

Computers are very flexible.   That's why the mouse buttons are not always the same.   People prefer to use them differently--and computers allow that.

Here is something else that you may have noticed changing: The mouse cursor. It is probably an arrow, like this: .   However, when you move it over the book, above, it should change to something else, probably a hand, like this: .

The important thing is not exactly what the cursor looks like.   It may vary.   What is important is that when the cursor moves over the book it should change.

Point and click at the book to go to the next page.

Hot Spot:

Move the mouse cursor over the open book, above, and watch how it changes. When the cursor changes, it means that you are on a hot spot, an active part of the book: If you click the mouse button, you will either go forwards or backwards a page.

When the mouse cursor is a normal arrow, then you are not on a hot spot: if you click the mouse button, you will not go forwards or backwards a page.

By watching the mouse cursor as it moves about, you can tell, if it changes, that it has moved onto a hot spot.   (However, if someone has deviously made both of your cursors the same, it won't change.)

Point and click at the "Next Page" hot spot on the book, above, to continue.

Not Hot Spots:

You have seen how the mouse cursor changes when you run it over the book, above.   Now, run it over these two images: and .   The mouse cursor does **not** change.   The arrow and the hand are not graphical hot spots.   They are just graphical images.

How can you tell when images are graphical hot spots and when they are not?

For now, the best way is to run the mouse cursor over the image and see if it changes.

The middle of the book, above, is not a graphical hot spot.   Try it and see.   You must select one page of the book or the other.   The middle will not do.

Go to the next page.

Word Hot Spots:

Words can also be hot spots. For example, <u>last page</u> and <u>next page</u> are word hot spots. Run the mouse cursor over them and see how it changes. Word hot spots are usually highlighted in some way. For example, they may be a different color, such as green, or, possibly, underlined. *Last page* and *next page*, highlighted above, work just like the image of the book. To see how word hot spots work, do Exercise 1, directly below.

Exercise 1

Read all instructions, first.

(1) Point and click on the word hot spot "last page" to go to Page 5.
(2) Use the image of the book on Page 5 to return here.
(3) Point and click on the word hot spot "next page" to continue.

Do it, now.

Pop-Up Definitions:

Word hot spots are often used to define or give further information about words or phrases.   For example, SunShine earlier used the term, <u>hot spot</u>.   Do you know what it means?   To find out <u>point and click</u> on the highlighted *hot spot* phrase.   Don't know what point and click means?   Put the mouse cursor on that highlighted phrase and press the <u>primary mouse button</u> to find out.   Don't know what primary mouse button means?   Put the mouse cursor on that highlighted phrase and press each mouse button, slowly and separately, until something happens.

Note that these pop-up definitions are probably highlighted differently than <u>last page</u> and <u>next page</u>.   They probably, but not necessarily, have dotted underlines rather than solid underlines.

Go on to the next page.

Limited Highlights:

When the same word or phrase, such as hot spot, is used two or more times on the same page, it is usually only highlighted the first time.   This keeps the page from being cluttered up with too many highlights.   So if you see a phrase, such as *hot spot*, and you don't know what it means, look for an earlier usage of it to point and click at to get a definition.

Go to the next page.

Windows:

SunShine uses Windows in order to run.   Therefore, when you learn about one, you learn about both.

A *window* (lowercase) is a rectangular area of the screen, almost always with a border, which contains something, such as a document or information.   Windows have a wide variety of characteristics and more than one can be on the screen at a time.   They can be side-by-side or they can overlap.   Windows (uppercase) is software which runs programs in windows (lowercase).   Windows (uppercase) is a trademark of Microsoft Corporation.

This is only an abbreviated and non-technical description of Windows to help you out for the time being.

Windows Help System:

The Windows Help System is a program and a collection of software which can be used to provide help to users of <u>Windows</u>.   <u>Windows Help</u>, itself, uses the Windows Help System.   Many other Windows programs also use the Windows Help System. <u>SunShine</u> uses it.

This means that if you are already familiar with Windows Help, then you already know something about how to use SunShine.   Also, as you learn to use SunShine, you also learn a lot about using Windows Help and the help systems of many other programs.

But, don't forget about the concept of <u>flexibility</u>.   Even though many programs use the Windows Help System, they can customize it in many different ways.
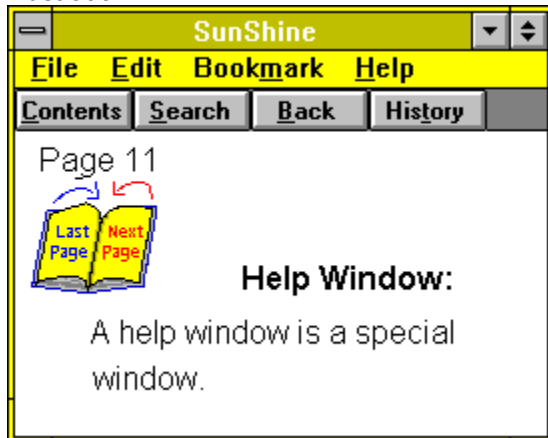
Help Window:

Illustration 1

A help window is a special <u>window</u> just for the <u>Windows Help System</u>.   <u>SunShine</u> runs in a help window, as does <u>Windows Help</u> and the help topics of many other Windows programs.   The SunShine help window looks something like Illustration 1. It is not to size or to scale and the colors will probably be different, but it gives you an idea of what is meant by *help window*.

Go to the next page.

Help Buttons:

Illustration 2

Towards the top of the <u>help window</u> are buttons which assist you in moving about.   In Illustration 2, sample ones are circled and have an arrow pointing to them.   Some buttons are optional, and programmers decide which ones are available.   Therefore, the buttons are not always the same.   Rather than explain every button now, whether you need to know it, or not, <u>SunShine</u> takes a goal-oriented approach.   The goal is to quickly give you a working knowledge of SunShine.   Later, you will have the option of studying every single button.   Right now, you need to know about one particular button. Go to the next page.

Back Button:

Exercise 2

Illustration 3

Back Button:

A sample Back button is circled.

A sample Back button is circled (with an arrow pointing to it) in Illustration 3.   By pointing and clicking at the real one, towards the top of this help window, you go back to the page you were just at.   It retraces your steps, which may or may not have the same result as *Last Page*.   An example will make this more clear.   Read both instructions, first.   (1)   Point and click at *Last Page* on the book, above, and you will go to Page 12.   (2)   On Page 12, point and click on the **real** Back button. You will come back here.   Do it, now.   Then, go to the next page.

Long Jumps:

The Back button allows you to jump several pages at once and, then, go back to where you were at.   In SunShine, these are called long jumps because they go further than just one page.   Do Exercise 3 to see how this works.

Exercise 3

Read all instructions, first.

1. Point and click on "Page X" to take a long jump there.
2. On "Page X", point and click on the Back button to come back here.

Do it, now.

After coming back here, go to the next page.

Jump Definitions:

Long jumps and the Back button allow SunShine to give you better definitions than just pop-ups.   Sometimes you need more information than just short reminders. A *jump definition* lets you jump to a more elaborate description of a topic.   However, you temporarily leave your current page.   Think of it as a long jump to a glossary. Exercise 4 shows how this works.

Exercise 4

> Read all instructions, first:
>
> 1. Point and click on hot spot.
> 2. When you are at the jump definition for *hot spot*, point and click on the Back button to come back, here.
>
> Do it, now.

When you come back here, go to the next page.

Double Definitions:

SunShine often has a double definition system consisting of pop-up definitions and jump definitions. Typically, a topic will be defined twice: (1) A quick pop-up reminder; and, (2) a more comprehensive description involving a long jump. You can try the quickie, and, if that's not enough, jump to the more complete definition. Exercise 5 has examples of each for the phrase *hot spot*.

Exercise 5

> Try each word hot spot below. When you jump to the second definition, point and click at the Back button to come back here.
>
> 1. Pop-up definition: Hot spot.
> 2. Jump definition: Hot spot.
>
> Do it, now.

After you come back here, go to the next page.

Choosing Definitions:

Typically, <u>SunShine</u> will first go to a <u>pop-up definition</u>.   Then, the pop-up definition will include the hot spot *More*.   By <u>pointing and clicking</u>, then, on the highlighted *More*, you will go to the <u>jump definition</u>.   Try it with Exercise 6.

Exercise 6

> Read all instructions, first.
>
> 1.   Point and click on <u>hot spot</u> to go to the pop-up definition.
> 2.   This time, the pop-up definition will end with the word *More*.   Point and click on **that** word *More* to go to the jump definition.
> 3.   Then, point and click at the <u>Back button</u> to come back here.
>
> Do it,now.

When you come back here, go to the next page.

Skipping Definitions:

What if you see the <u>pop-up definition</u> and you don't want the full definition? What do you do?   The answer is that you <u>point and click</u>, then,   anywhere else **besides** on the highlighted word *More*:   The pop-up definition goes away and you return to the page you were just at.   Try it with Exercise 7.

Exercise 7

Read all instructions, first.

1.   Point and click on <u>hot spot</u> to see the pop-up definition.
2.   While at the pop-up definition, point and click, then, anywhere **but** on the highlighted word *More* to come back here.

Do it, now.

Then, go on to the next page.

You Have Choices:

Don't you just hate it when a book or tutorial goes too fast?   Or, too slow?   Or, uses too much jargon?   SunShine, once you get the hang of it, gives you choices so that you can learn about computers in a very efficient manner.   If you know what a highlighted word means, just keep on reading.   If you need a slight reminder, point and click on the word for a quick memory jolt.   If you need a more in-depth definition, **then** point and click on the highlighted word *More* to get it.

Go to the next page.

Definitions in Definitions:

What if you are reading a definition and it contains words that you don't understand?   SunShine takes care of that, too. Starting below, jump definitions will often contain hot spots for additional definitions.   Those definitions may refer to even more definitions.   Once you enter the SunShine glossary, you will be able to skip all through it.

How will you keep from getting lost?   Just keep pointing and clicking at the Back button over and over until you retrace your steps to a page you are familiar with.   In fact, try it out.   In a moment, point and click on Jump Definition. It will be different than before.   Then, experiment.   You will be on your own.   Remember, when done, to keep pointing and clicking the actual Back button until you come back here.   Do it, now. Then, go on to the next page.

Computer Words:

The following general computer words have been used and explained in this part of <u>SunShine</u>:

<u>Flexibility</u>
<u>Point and Click</u>
<u>Primary Mouse Button</u>
<u>Window</u>
<u>Windows</u>

Anyone using any type of computer should have an idea of what these words mean.   This is your time for review.   If you are not sure what any of the above words mean, point and click on that word to find out.   Then, point and click on the <u>Back button</u> however many times it takes to come back here.

Go to the next Page.

Windows Words:

The following <u>Windows</u> words have been used and explained:

<u>Arrow Mouse Cursor</u>
<u>Help Window</u>
<u>SunShine</u>
<u>Windows Help</u>
<u>Windows Help System</u>

Anyone using Windows should have some familiarity with these words.   This is your chance to review them.   After doing so, <u>point and click</u> at the <u>Back button</u> however many times it takes to come back here.

Go to the next page.

Windows Help Words:

The following <u>Windows Help System</u> words have been used and explained:

<u>Back button</u>
<u>Graphical Hot Spot</u>
<u>Hand Mouse Cursor</u>
<u>Help Buttons</u>
<u>Hot Spot</u>
<u>Pop-Up Definition</u>
<u>Word Hot Spot</u>

Anyone using the Windows Help System should have some familiarity with these words.   This is your chance to review them.   When, you are finished, <u>point and click</u> on the Back button however many times it takes to come back here.

Go to the next page.

SunShine Words:

The following <u>SunShine</u> words have been used and explained:

<u>Jump Definition</u>
<u>Long Jump</u>
<u>Page Jump</u>

People not familiar with SunShine may not know what they mean.   However, you need to have some familiarity with them in order to use SunShine.   Review them, now, if you wish.   Then, <u>point and click</u> at the <u>Back button</u> however many times it takes to come back here.

Go to the next page.

Overhead Menu:

Illustration 4

Now, you will learn how to exit <u>SunShine</u>.   (You may not want to, yet, but at least you should know how.)   First, you must find the overhead menu.   It is circled (with an arrow pointing to it) in Illustration 4.   Find the actual overhead menu near the top of the screen.

File Menu Item:

Illustration 5

Next, you must find File menu item.   It is the first menu item and is on the far left.   It is circled (with an arrow pointing to it) in Illustration 5.   Find the actual file menu item near the top of the screen.

Exit:

Illustration 6

SunShine

File   Edit   Bookmark   Help

Open...   Back   History

Print Topic
Print Setup...

Exit

Exit:

Point and click on the Exit
menu item to exit SunShine.
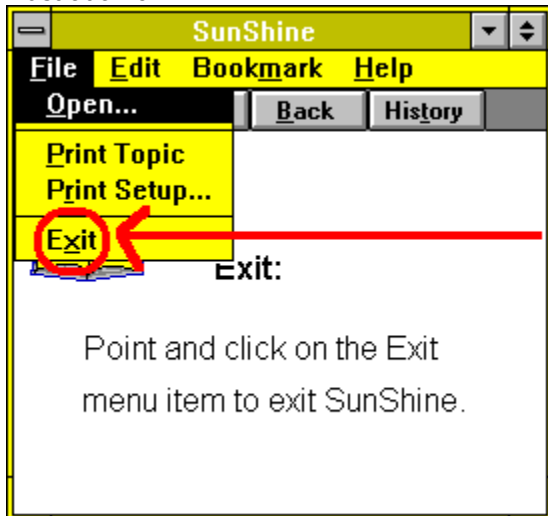
Point and click on the File menu item (illustrated on the previous page), and it will look like the one in Illustration 6.   One of the new menu items is Exit.   It is circled (with an arrow pointing to it) in the illustration.   To exit SunShine (only if you want to), point and click on the actual Exit Menu Item, near the top of the screen.   You can use this same exit procedure, later, anytime, to exit SunShine.   To continue SunShine, point and click on Next Page.

Page X

Landing:

You just made a landing here by taking a long jump from Page 14 to this page, "Page X".

It is called "Page X" because it could be a page anywhere, not necessarily in any sequence.   The image of the book, above, has been disabled because "Last Page" and "Next Page" do not mean anything from here.

To get back, point and click on the Back button near the top of this help window. Do it, now.

Scroll Bars:

One screen size is usually not large enough to present a reasonable amount of information.   Wouldn't it be better to somehow make more information fit on one page? The answer is "yes," and scroll bars make it possible.

The first thing you need to know about scrolling is how to move the text up and down.   The fastest way to learn to do this is with the keyboard.   Use the [↑] and the [↓] keys to move towards the top or bottom one line at a time.   Use the [PAGE UP] and [PAGE DOWN] keys
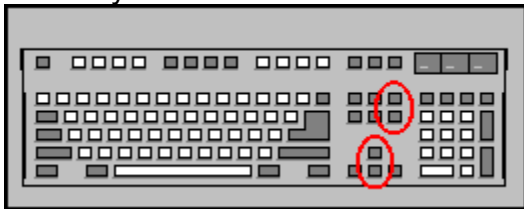
 to move a screenful at a time.   Not all keyboards are the same.   But, one popular style of keyboard is shown in the illustration with the locations of these keys circled.   Try these keys out, now, to familiarize yourself with moving the text up and down.

If you use a word processor, you will see how these keys work much the same as they do when you are writing a document.

Notice that when you are moving "up" with the [↑] and [PAGE UP] keys that the text is actually moving down.   Going "up" means that you are moving towards the top.   It does not mean that the text, itself, is moving up.

Likewise, when you are moving "down" with the [↓] and [PAGE DOWN] keys that the text is actually moving up.   Going "down" means that you are moving towards the bottom, not that the text is going that way.

When you are ready, go on to the next page.   Since the image of the book may be scrolled off the top of the page, the bottom of this page contains the highlighted phrase *Next page*.   You can point and click on it, rather than scrolling to the top and using the image of the open book.

Scrolling:

The term scrolling comes from the physical makeup of ancient manuscripts, such as the Dead Sea Scrolls.   It is a method of moving text up and down.   Typically, scrolls would have dowels at the top and bottom to roll the text up and down.

While computer monitors don't have dowels inside them, the concept of moving text up and down is the same.   The monitor acts as a <u>window</u> to view the text going up and down on the scroll.   Notice that the text may be wider than the window.   While it is a physical impossibility to scroll paper both vertically and horizontally with dowels, it is quite possible in the electronic world of computers.

At this point, the physical way that the computer manipulates the text is not important, other than that it is done electronically.   What you need to know is that when you look at a computer window there is usually more "behind" it then you can see at any one time.
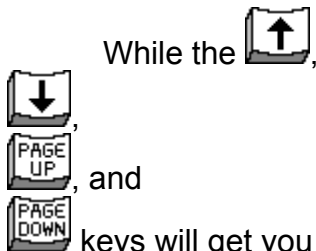
While the [↑], [↓], [PAGE UP], and [PAGE DOWN] keys will get you from the top to the bottom of the text in a window, they are relatively crude compared to what is possible with scroll bars.
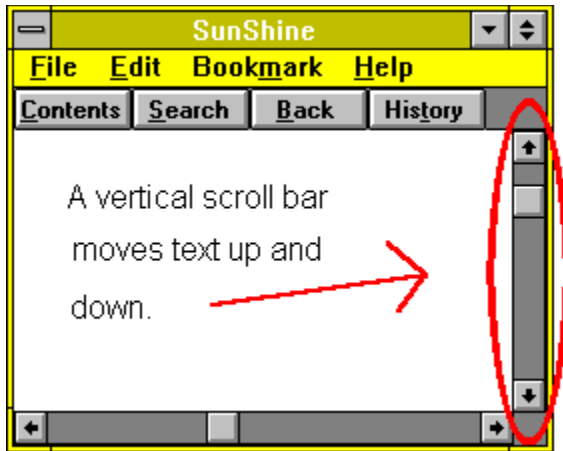
Illustration 7

Help windows have two kinds of scroll bars: Vertical and horizontal.   The most common kind is the vertical scroll bar.   A sample one is circled (with an arrow pointing to it) in Illustration 7.   If you look to the right of this real help window, you can see the real vertical scroll bar, which may or may not be the same color.
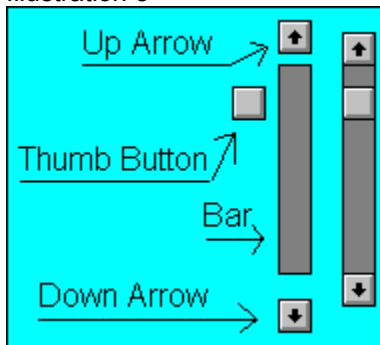

Just in case you aren't really sure what the vertical scroll bar is, it is shown, again, without the accompanying window.   A vertical scroll bar has four parts:

     (1)   An up arrow at the top.
     (2)   The bar, itself.
     (3)   A thumb button (also called a scroll box).
     (4)   A down arrow at the bottom.

A vertical scroll bar is used to scroll text up and down.

Illustration 8

In Illustration 8 the four parts of a vertical scroll bar have been blown up and labeled.

Illustration 9
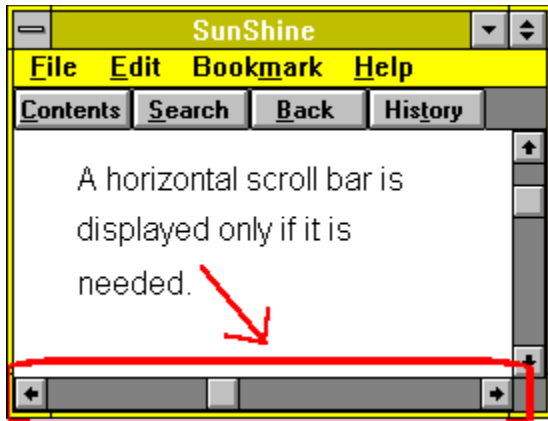
The second kind of scroll bar for help windows is the horizontal one.   A sample one is circled (with an arrow pointing to it) in Illustration 9.   The real one is probably not shown at this time.   It is not displayed if it is not needed.

Below, the horizontal scroll bar is isolated by itself.

A horizontal scroll bar also has four parts:

(1) a left arrow.
(2) The bar, itself.
(3) a thumb button (also called a scroll box).
(4) a right arrow.

A horizontal scroll bar is used to scroll text left and right.   In Illustration 10, below, the four parts have been blown up, colorized, and labeled.

Illustration 10
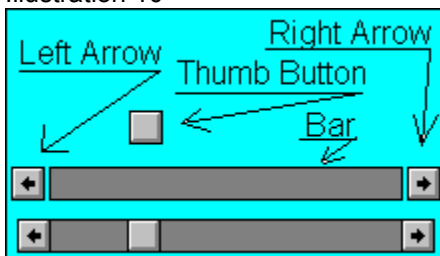
Illustration 11
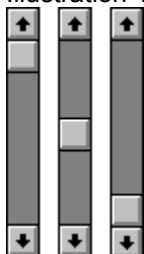
The location of the thumb button indicates whether you are towards the top or the bottom of the page of text.   As you scroll towards the bottom of the text, the thumb button also moves down.   If you scroll towards the top, it moves up.   Thus, you can look at the thumb button and tell where you are on the page.   Illustration 11 shows three sample scroll bars with the thumb button in three different places.   On the left, the thumb button is at the top, indicating that you are at the top of the text.   In the middle, the thumb button is in the middle, indicating that you are in the middle of the text.   On the right, the thumb button is at the bottom , indicating that you are at the bottom of the text.

        Likewise, for a horizontal scroll bar, the thumb button indicates where you are, left to right, on a page.   Below, in Illustration 12, are three sample scroll bars with the thumb button in three different locations.   The top one shows the thumb button on the left, meaning that you are at the left edge of the text.   The middle one shows the thumb button in the middle, meaning that you are in the middle of the text.   The bottom one shows the thumb button on the right, meaning that you are on the right edge of the text.
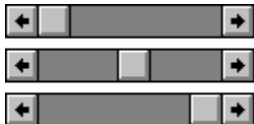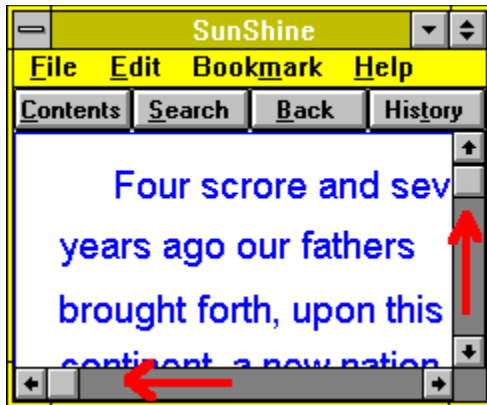
Illustration 12

Illustration 13

Four scrore and seven years ago our fathers brought forth, upon this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal.

A demonstration make this more clear.   On the left, in Illustration 13 is text which is too large to fit on a sample screen.
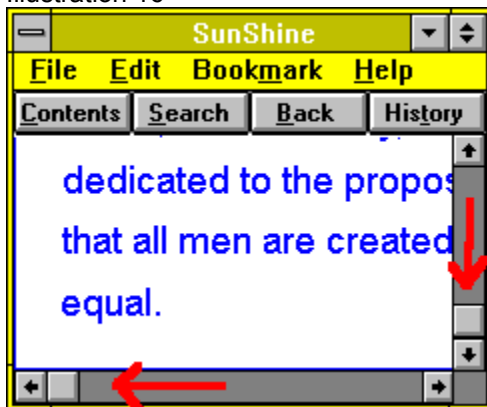
Illustration 14

Now, in Illustration 14, it is on the screen.   You can imagine the entire text behind the computer's window.   However, only a part of it shows.   The vertical thumb button is at the top, indicating that you are at the top of the text.   The horizontal thumb button is at the left, indicating that you are at the left edge of the text.

Illustration 15
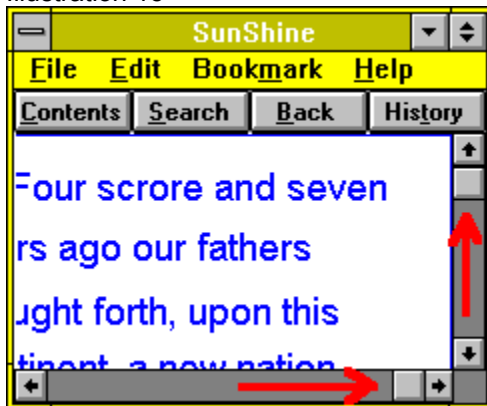
Here, in Illustration 15, the only difference is that the horizontal thumb button is on the right.   You are still at the top of the text, but at the right edge instead of the left.

Illustration 16

Now, in Illustration 16, the horizontal thumb button is back where it was on the left, but the vertical thumb button is at the bottom, meaning that you are at the bottom left, of the text.

How do the thumb buttons get moved?   By you moving them.   Imagine placing a thumb on one and pushing it.   (That's why it's called a thumb button.) However, instead of using your actual thumb, you instead use the <u>mouse cursor</u>. It's called dragging the mouse and is a three step process:

---

(1)   You place the mouse cursor on top of the thumb button to be moved.

(2)   You hold down the <u>primary mouse button</u> while moving the mouse cursor to where you want the thumb button to be.

(3)   You let up on the primary mouse button while the mouse cursor is at the new location.

The result of this is that the thumb button will appear in the new location and the text will be adjusted appropriately.

You don't have to place the thumb button exactly at one end, the middle, or the other end of the bar.   You can place it anywhere inside the bar.   The text will be displayed proportionately depending upon where the thumb button is on the bar.

Is that the only way to use the scroll bar to move text?

No, there are two more ways to move text with the scroll bar, by pointing and clicking on the scroll bar arrows, and by pointing and clicking on the bar, itself.

First, the scroll bar arrows.   They work the same as pressing the and

 keys.   They move the text a line at a time.

Now, second, the bar, itself.   It moves the text a page at a time, like the and

 keys.   For the vertical scroll bar, if you <u>point and click</u> on the bar above the thumb button, you will move a page towards the top of the text.   It you do it below the thumb button, you will move a page towards the bottom of the text.

The horizontal scroll bar works on the same principle.   You can point and click on the left and right arrows to move the text a little bit; or, point and click on the bar to the left and right of the thumb button to move the text a lot.

You may find that it is easiest to use a combination of the keyboard keys and

the scroll bar while manipulating text in a window.

Exercise 8

Point and click on any part of the fake scroll bar on the left and a pop-up window will tell you what would happen if it was a real scroll bar.

Exercise 9

You can also practice with the fake horizontal scroll bar, below.

That's almost everything you need to know about scrolling, but not quite. Some keystrokes make it easy to go straight to the top or the bottom of text.   To go to the top, press `CTRL` `HOME`.   (CTRL stands for ConTRoL.)   This type of keystroke combination is called a *simple bucky* and is a three-step process:

1. Hold down the `CTRL` key.
2. Press and let up the `HOME` key.
3. Let up the `CTRL` key.

Simple bucky means simply that you hold down one key while pressing another one.

To go directly to the end of the text, press `CTRL` `END`.   This is also a three-step process:
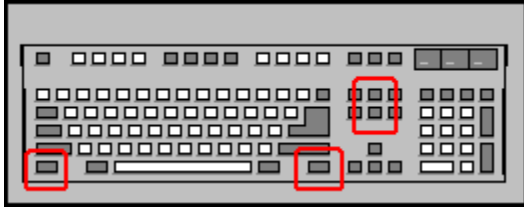
1. Hold down the `CTRL` key.
2. Press and let up the `END` key.
3. Let up the

CTRL key.

For one popular style of keyboard, these keys are located where circled in

Illustration 17.   Notice that your keyboard probably has two CTRL keys.   Either one can be used.

You can also use the scroll bar to go directly to the top or bottom of text.   Just drag the thumb button all of the way to the top or bottom of the vertical scroll bar.

Experiment now with scrolling the text in this chapter up and down.   Then, go to the next page.

Congratulations!

You now have enough knowledge and skill to get around in the Windows Help system.   The next step is to learn what the other menu items and buttons are for in the help window.   SunShine could go to great lengths to explain all of this, but it has already been done.   Included with all copies of Windows is a help file which explains how to use the Windows Help system.   Rather than duplicate what has already been done, SunShine will refer you to what already exists and go on to better things.

To access the help file which explains the remaining features, all you have to do is select "Help" and, then, "How to Use Help" from the overhead menu.   Illustration 18 shows what this looks like.

Illustration 18
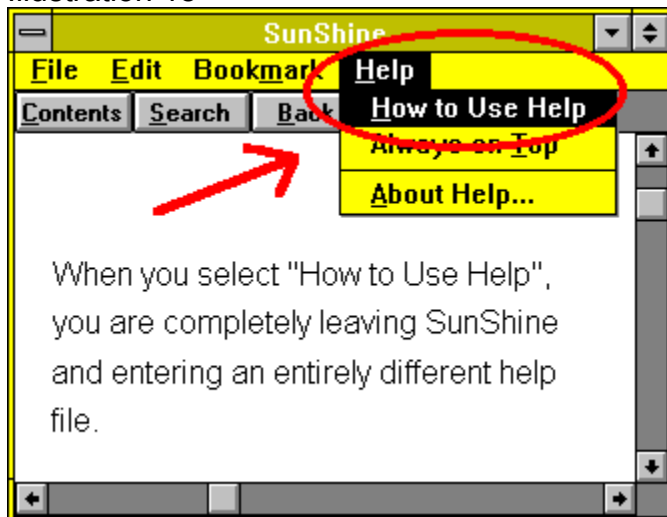
You may now experiment with "How to Use Help" if you wish.   Keep in mind that it was written by people working for Microsoft Corporation, the people who brought you Windows, is copyrighted by them, and does **not** have the same style as SunShine.

When you are ready to continue with SunShine, go to the SunShine Table of Contents.

Moves towards the top.

Moves a page towards the top.

Drag this thumb button up or down with the mouse cursor to scroll text.

Moves a page towards the bottom.

Moves a line towards the bottom.

Moves left a little.

Moves left a page.

Drag this thumb button left or right with the mouse to scroll text.

Moves right a page.

Moves right a little.

There is no "Next Page."   However, you can go to the .

Back Button: A button towards the top of the help window which allows you to go back to the page you were just at.

Flexibility: The reason that computers are not consistent.   They can be customized many different ways, making it hard to understand how to use them.

Help Window: A window specifically designed for help systems.

Hot Spot: An area on the screen that changes the mouse cursor and causes something to happen if the primary mouse button is clicked.   Click the primary mouse button, now, to make this definition go away.

(Hot Spot: etc.)

       This is an example of a jump definition.   A more complete description of the topic will be here.   Point and click on the Back Button near the top of this help window to go back to the page you were just at.

(Hot Spot: etc.)   This is a quickie pop-up definition with *More* at the end.   Point and click at the highlighted *More* to see the jump definition.   <u>More</u>.

(Hot Spot: etc.) This is a quickie pop-up definition. Point and Click at anything to make it go away.

(Hot Spot: etc.)   This time, point and click at anything **except** the highlighted word *More*.   More.

A jump definition would appear here.   However, the instructions said **don't** point and click at the highlighted word *More*.   Point and click at the Back Button, above, to go back.   Then, try again.

Jump Definition: A long jump to a definition.

Long Jump: A page jump, in a book, which goes farther than one page, possibly even out of the book.

Page Jump: A hot spot which replaces the current page with a new one.

Point and Click: To point the mouse cursor at something on the screen and click the appropriate mouse button.   Point and click at this definition, now,   to make it go away.

Pop-Up Definition: A small, short, and temporary pop-up definition or explanation. This, itself, is one.

Primary Mouse Button: The mouse button which makes things happen. Could be any button.   Try them one at a time, slowly.   Click it, now, to make this definition go away.

SunShine: The name of the program you are currently using.

Window: A rectangular area of the screen, usually with a border, which contains something.

Windows: A software product of Microsoft Corporation which runs programs in windows.

Windows Help: The help program used by Windows.

Windows Help System: A fairly standard method of providing help which any Windows program can use.

Word Hot Spot: A highlighted phrase that causes something to happen whey you point and click at it.