Introduction

Windows 95 How & Why offers you to-the-point information, which makes learning Windows 95 fun and easy. It uses text, sound, and animation to present hundreds of procedures and topics. You can run *Windows 95 How & Why* by itself as a tutorial, clicking topics of interest and viewing their associated demonstrations, or you can use it as a reference source while working in Windows 95, letting it run in the background and referring to topics as needed. However you use it, you'll find that *Windows 95 How & Why* is a fast, friendly and reliable source of information.

If you find that you need help while working with *Windows 95 How & Why*, you can right-click any button. For more general information, click the Help button on the lower button bar in *Windows 95 How & Why*.

Starting *Windows 95 How & Why*

To start *Windows 95 How & Why*

1   Click the Start button, move the mouse over Programs, Microsoft Press How & Why, and click *Windows 95 How & Why.*

When the introductory screen opens, the introductory video starts immediately and provides basic instructions for using *Windows 95 How & Why*. You can watch this video, or bypass it at any time by clicking the Open Contents button.

2   Click the Open Contents or the Bookmark button.

The Open Contents button opens *Windows 95 How & Why* at its default topic.

The Bookmark button opens *Windows 95 How & Why* on the topic you were viewing when you last used the application.

See also:
Resuming *Windows 95 How & Why* where you left off
Closing *Windows 95 How & Why*

Resuming *Windows 95 How & Why* where you left off

When you close *Windows 95 How & Why*, it stores information about the last topic you were viewing, so you can easily return to the same topic the next time you start *Windows 95 How & Why*.

To resume *Windows 95 How & Why* where you left off

■   Click the Bookmark button on the opening screen.

 The Bookmark button.

See also:
Starting *Windows 95 How & Why*
Closing *Windows 95 How & Why*

Closing *Windows 95 How & Why*

To close *Windows 95 How & Why*

▪   Click the Exit button.

The Exit button.

See also:
Starting *Windows 95 How & Why*
Resuming *Windows 95 How & Why* where you left off

Using *Windows 95 How & Why* with other applications

Windows 95 How & Why is handy to have around when you're working in Windows 95. Here are a few tips:

Leave *Windows 95 How & Why* running as you work with other applications.
You can run *Windows 95 How & Why* in the background while using other applications, so it is readily available to explain a procedure or demonstrate a topic. To make it the active application, just click its window if it is visible, or click its Taskbar button.

Resize the application window by dragging a border, so you can view it while running other applications.

Click the Minimize button to minimize *Windows 95 How & Why* to a button on the Taskbar. When you need to learn about a topic or see a demonstration, click its Taskbar button to open the application window.

The Minimize button.

Using the Contents tab

The Contents tab is visible when you first start *Windows 95 How & Why*. It contains three lists of topics, grouped by subject area.

To find information using the Contents tab

1   If the Contents tab is not already visible, click it to bring it forward.
2   Click a topic title to open it and view its contents.

Tips

The Contents list is like a table of contents in a book. You can browse the three topic areas by clicking the buttons at the top of the Contents list.

Visual Guide topics offer visually rich demonstrations and overviews of Windows 95.

How & Why topics contain quick instructions, visual demonstrations, and in-depth information about Windows 95.

Troubleshooting topics offer Microsoft Product Support Services resources to help you solve tough questions related to running applications, printing, and managing files and your hard disk so you can work effectively with Windows 95.

To view long titles that don't fit in the Contents list, click and drag the right side of the Contents list window to resize the window, or use the scroll bar to scroll to the right.

See also:

Finding information using the Index tab
Finding information using the Search tab

Using the Index tab

The *Windows 95 How & Why* index works much like an index in a book.

To find information using the index

1   Click the Index tab to bring it forward.
2   Type a term in the text box, or scroll through the alphabetical list.
3   Follow the instructions on the Index tab.

Tips

You'll often need to type only a few letters to get to the right part of the index. For instance, if you want to see entries about "help," just typing "he" will get you there. If you want to look at all the entries beginning with a certain letter, just type that letter.

See also:
Finding information using the Contents tab
Finding information using the Search tab

Using the Search tab

The search function is a powerful way to find topics containing a particular word or phrase. The search function examines all text in each topic screen (but not text within narrated demonstrations).

To Find information using Search

1   Click the Search tab to bring it forward.
2   Type a specific word or phrase in the Find box. If you have run a search for that word or phrase previously in your current session, click the drop-down list to select it.
3   Click the Start Search button. A list of topics related to your search is generated.

   The Start Search button.

4   Double-click a topic to view its contents.

Tips

You don't need to wait until the search is completed to view a topic. If you click a search result, the topic appears in the Contents area while the search is completed.

See also:
Finding information using the Contents tab
Finding information using the Index tab

Viewing demonstrations

The many narrated demonstrations in this guide can help show you how to do the procedure being described.

To view a demonstration

1   Choose a topic.
2   Click the Show Me button at the top of the screen to begin the demonstration.
    If the Show Me button is dimmed, no demonstration is available for the current topic.

The Show Me button.

3   Click the Close button after viewing the demonstration to close the window.

The Close button.

Copying a topic

To copy a topic

Click the Copy button to copy all text in the current topic.
The Copy button.

To copy only a portion of the text, select the text you want to copy and then click the Copy button.

Tips

You can use the Clipboard Viewer to view the selection, or you can paste it into a document created by another application such as a word processor. The text remains on the Windows 95 Clipboard until the next time you copy something.

See also:
Printing a topic

Printing a topic

To print a topic

Click the Print Topic button to print the text of the current topic.
The Print Topic button.

See also:
Copying a topic

About Microsoft Press Books

Sources

The text content of *Windows 95 How & Why* was excerpted from three recent Microsoft Press books about Windows 95. The books are available at most computer bookstores or by calling 1-800-MS PRESS.

The Ultimate Microsoft Windows 95 Book

by Joanne Woodcock

The *Ultimate Microsoft Windows Book* offers humorous, insightful, and colorful coverage of Windows 95. Windows 95 users gain from both a tutorial that introduces them to Windows 95 and sections with in-depth coverage of Windows 95 topics. The book also presents great tips that offer practical advice and "Power Play" information that takes the user beyond the basics. Users also benefit from this book's popular "most-asked" questions about Windows" section with answers from the Windows 95 Product Support team.

Running Microsoft Windows 95

by Craig Stinson

Running Microsoft Windows 95 offers information for the millions of Windows users who are already familiar with the basic features of Windows 3.1 and are ready for in-depth coverage of how use Windows 95. Author Craig Stinson, respected computer book author and PC Magazine columnist, offers comprehensive how-to steps, shortcuts, tips, and tricks throughout the book. In addition, Running Microsoft Windows 95 provides important information on multimedia, networking, OLE, Plug and Play, customizing and optimizing Windows 95, to help readers at all levels get the most out of Windows 95.

Field Guide to Microsoft Windows 95

by Stephen L. Nelson

The Field Guide series was created after extensive research about what users want and need from a quick reference. *Field Guide to Microsoft Windows 95* is a concise, easy-to-use quick reference and dictionary. It's perfect for beginners or occasional users who need techniques for getting around Windows 95, or users of laptop computers who need a small, portable reference. The book presents

essential lingo and concepts, basic operating instructions, and troubleshooting tips. A welcome alternative to those daunting computer manuals, *Field Guide to Microsoft Windows 95* is perfect for new users or experienced users who want quick answers to their questions.

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Credits

<u>For Microsoft Press</u>

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Editor	Alix Krakowski
Technical Editor	Marc Young
Testing	Brian James
With thanks to	Nancy Siadek

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Application development	Bobko Industries, Inc.
Content development	Cosmopsis Communications, Inc.
Design, graphics, animation	Digital Ink, Inc.
Programming	Logic Lab
Audio	7th Wave Productions
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The following people assisted in creating this application:

Bob Boiko, Homer Christensen, Scott Davis, Russell Easterly, Peter Frazier, Michael Gully, Bruce Hartford, Herb, Wendy Katz, Bruce Kelton, Sue Knipe, Lisa Kusel, Connie LaChasse, David Larkin, Jim Larkin, Bob Majors, Allen Matsumoto, Brenda Morris, Doug Nathan, Margot Page, Cindy Patnode.

Thanks to Scot Charles and Len Delorey at Blue Charles Productions.

Click the Copy to copy the text of the current topic to the clipboard. To copy only a portion of the text, select it, and then click the Copy button.

Click the Print button to print the text of the current topic.

Click the Show Me button to view demonstrations that combine text, animation and sound to explain hundreds of procedures and topics.

Click the Back button to return to the last topic screen you viewed. You can click this button repeatedly to step backward through the sequence of screens you've navigated.

Click the See Also button to see a list of topics related to the one you are currently viewing.

Click the Open Contents button to display the Contents list and topic content window.

Click the Bookmark button to resume your *Windows 95 How & Why* session with the last topic you investigated before exiting the application.

Click the Help button for information about how to use *Windows 95 How & Why.*

Click the Next button to view the next screen.

Click the Previous button to view the previous screen.

Click the Replay button to listen to the narration again.

Click the Back button to return to the topic.

Click the Video Replay button to watch the introductory video again.

Click the Visual Guide button to learn how to get around in Windows 95.

Click the How & Why button to view procedures and in-depth information about Windows 95.

Click the Troubleshooting button to view topics that answer common questions about Windows 95.

Click the Exit button to close the application.

Click the Search button to start the search.

Click the Stay on Top button to make *Windows 95 How & Why* remain visible as you work in other applications.