Beyond the Basics

CHAPTER 2

Now that you feel comfortable with the basics, use this chapter to explore the new ways Windows 95 makes it easy to manage files and folders and print your documents.

Contents

Seeing What's on Your Computer

In Windows 95, the things you have on your computer − your programs, documents, and data files, for example − are all accessible from one place called My Computer. When you first start Windows, My Computer is located at the upper left of your Windows screen, or *desktop.*

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To use an item in My Computer, double-click the icon. The following list describes what happens when you double-click the various icons.

Double-click this icon	To see this
µ § §	The contents of a floppy disk in your computer's 3.5-inch drive, if there is one.

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Double-click this icon	To do this
μ § §	The contents of a floppy disk in your computer's 5.25-inch drive, if there is one.
μ § §	The contents of your computer's hard disk.
μ § §	The contents of a network drive, if your computer is connected to one. For more information, see Chapter 3, "Introducing Networks."
μ § §	The contents of a compact disc in your computer's CD-ROM drive, if there is one.

Double-click this icon	To do this
μ § §	Change the settings for your computer. For more information, see "Changing System Settings" in Chapter 1, "The Basics."
μ § §	Set up printers and view information about your printers and the documents you print. For more information, see "Printing" later in this chapter.

When you double-click a disk-drive icon in My Computer, a window such as the following appears.

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This icon	Represents

µ § §	A *folder,* which can contain files and other folders. To keep things organized, your work is stored in folders, just as you might store it in your office or at home. Your directories appear as folders.
µ § §	A *shared* folder. You share a folder so that other people on a network can use the folder's contents. For more information, see Chapter 3, "Introducing Networks."
µ § §	A *file,* the basic unit of storage in Windows. The *documents* you use and create are files, and so are the programs you use. Different types of files may have different-looking icons. This standard (generic) icon is used when a file type does not have a specific icon associated with it.
µ § §	A document that was created with WordPad, a text editor that is included with Windows.

You double-click these icons to see the contents of the folder or the information in the file, or to start a program.

Using Windows Explorer to see what's on your computer

Another way of seeing what's on your computer is to use Windows Explorer. Opening Windows Explorer gives you a view of your computer's contents as a hierarchy, or "tree." You can easily see the contents of each drive and folder on your computer, as well as of any network drives you are connected

to.

TIPS
Another way to open Windows Explorer is to use the right mouse button to click the My Computer icon. Then click Explore.

To show or hide folders on the left side of the window, click the plus or minus sign beside the folder.

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You can open a document or start a program by double-clicking its icon in the right side of the window.

You can look at the contents of your computer in different ways by using the View menu, as shown on the following page.

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As you use My Computer, you may want to open the folder that contains the folder you're looking at.

TIP
You can also press BACKSPACE to see the previous folder, whether or not the toolbar is visible.

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§Filename: in.doc   Project:
Template: Author: Last Saved By:
Revision #: 0   Page: 22 of 20   Printed: 04/24/95 03:10 PM!
Unexpected End of Expression§

Organizing Files and Folders

This section details some basic procedures for organizing the information on your computer so it is easier to work with. The following procedures use My Computer. You can also use Windows Explorer to do these tasks.

TIPS
A quick way to move and copy files and folders is to use your right mouse button. For more information, see "Using Windows Efficiently" later
in this chapter.

You can copy a portion of text and place it as a "scrap" in a folder or on the desktop. For more information, look up "part of a document" in the Help Index.

§

µ § See Also
For more
information
about
toolbars, see µ § See Also
the "Visual For information about finding files, see "Finding Something
Glossary"   on Your Computer" in Chapter 1, "The Basics."
appendix.   For related topics, look up "files" in the Help Index.

TIP
A quick way to delete a file is to drag it to the Recycle Bin on the desktop. For more information about dragging files, see "Using Windows Efficiently" later in this chapter.

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What happens to deleted files?

The files you delete are put in the Recycle Bin, a holding place for files you no longer need. They are not actually removed from your hard disk until you "empty" the Recycle Bin.

This means you can retrieve files you deleted in error, if you have not already removed them from the Recycle Bin. However, this also means that if you want to free up disk space, you must empty the Recycle Bin periodically. For more information, look up "Recycle Bin" in the Help Index.

If you delete a file at the command prompt or from a floppy disk, it does not go into the Recycle Bin.

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When you want to copy files or folders from your hard disk to a floppy disk, the easiest way is to use My Computer.

TIP
Another way to copy files is to use your right mouse button. For more information, see "Using Windows Efficiently" later in this chapter.

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> **Selecting multiple items**
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> You can select multiple items by pressing and holding down the CTRL key as you click each item you want, or by clicking Select All on the Edit menu to select every item in the window.

Working Within Documents

This section provides some basics of working within documents in Windows. For information specific to the program you're running, use Help within the program.

Copying, Moving, and Deleting Information

As you work, you often need to copy and move information — from one document to another, or from one place to another within a document.
At times you also need to delete information.

µ § *See Also*
For more information about using the mouse and selecting, see the "Visual Glossary" appendix.

Selecting information in a document

Before you edit information, you usually must select (highlight) it. Place the mouse pointer where you want to start selecting. Then press and hold down the mouse button, and drag the pointer to where you want the selection to end. Then release the mouse button.

TIP
After you select information, try using your right mouse button to click it. A menu appears, containing commands you can use to format or edit the selection.

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TIP
You can also move or copy information between different
programs, such as between Paint and a WordPad document. For
more information, look up "pasting, information from another
document" in the Help Index.

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µ § *See Also*
For information about opening documents, see "Opening a
Document" in Chapter 1,
"The Basics."
For information about finding a
file, see "Finding Something on Your Computer" in Chapter
1,
"The Basics."

Saving Your Work

To save the changes you made to an existing document or the work you've done in a new document, you need to save the document.

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TIP
You can also use this procedure to copy a file and give it a new name and/or location.

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TIP
To save a file in the folder one level above, click the Up One Level button to the right of the Save In box.

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Printing

Windows 95 offers significant improvements to printing – in particular, to the way you set up a printer to print from Windows. This section covers the basics of printer setup and printing. Additional printing
topics are covered in Help.

Setting Up a Printer

Setting up your printer is easy and fast, thanks to the Add Printer *wizard,* a step-by-step printer setup program.

Before you begin, make sure your printer is correctly connected to your computer and that you know the make and model of the printer. If you're planning to use a shared printer over the network, you may also need to know the *path* to it (for example, \\Accounting\Printer1 might
be the path to a network printer). Or you can browse for the printer in Network Neighborhood and then double-click its icon to set it up.

TIP
If any printers are already set up, their icons appear in the Printers folder. These printers are ready for you to use.

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TIP
You can use these same steps to set up a shared network printer. Just click Network Printer when the wizard prompts you.

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You can double-click the printer icon in the Printers folder to see the documents that are printing or waiting to print, and to manage printing. For example, you can pause or cancel the printing of one or more documents.

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Printing a Document

After you have set up a printer, you can easily print your documents.

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An easy way to print is to drag the icon for your document onto a printer shortcut icon on the desktop. For information about creating shortcuts, see "Putting a Shortcut on the Desktop" later in this chapter.

Troubleshooting Printing Problems

If you have trouble printing in Windows, you can use the printing

µ § *See Also*
For more
information
about
printing,
look up
"printing"
in the Help
Index.

troubleshooter included in Help. The troubleshooter helps with problems such as your documents printing incorrectly or not at all. For more information, look up "print troubleshooting" in the Help Index.

Installing Software

Windows provides a quick way to set up new programs on your computer.

TIP
You can add or remove components of Windows by clicking the Windows Setup tab in the Add/Remove Programs window.

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Installing Hardware

Windows can help you set up new hardware, such as a sound card, on your system.

µ § *See Also*
For Help on an item in a dialog box, click the question-mark button in the upper-right corner of the window, and then click the item.
For information about installing a program over a network, look up "programs, installing" in the Help Index.

If you haven't already inserted your hardware card in your computer, you should do so before starting this procedure. You should turn off and unplug your computer before taking the cover off. For more information, see your hardware documentation.

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Using Windows Efficiently

Windows provides some special features to speed up the way you work. In addition to the button on the left side of the mouse, now you can use the right mouse button to access and move information faster or to create shortcuts to documents, programs, and other items.

Copying and Moving Files Quickly

There are two ways of using the right mouse button to copy or move files quickly: by using menu commands and by *dragging*.

TIPS
You can quickly copy a file to a floppy disk by clicking Send To

after you use your right mouse button to click the file icon.

When you use the right mouse button to click various items in Windows, shortcut menus appear that contain many useful commands.

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Sometimes the quickest way to move and copy information is to drag it from one place to another by using your mouse. You can move or copy files and folders to another folder or disk drive.

TIP
You can also move or copy a file by dragging it using the left mouse button. Dragging a file between two folders on the same drive moves the file. Dragging a file between different drives copies it instead.

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Putting a Shortcut on the Desktop

Shortcuts provide easy access to the documents and programs you use most often. For example, suppose you keep track of your activities in a document called Daily Log. You can place a shortcut to Daily Log on the Windows desktop.

You can then open the document without having to find it first, by double-clicking the shortcut icon. A shortcut does not change a file's location; it just lets you open the file quickly. You can create a shortcut to any object, including folders, disk drives, other computers, or

printers.

TIPS

You can put a shortcut in any folder, in addition to on the desktop.

When you delete a shortcut, the original file is not deleted. If you delete the file, the shortcut is not deleted automatically.

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Keeping Programs Handy

You can get to work more quickly if the programs you use most often are readily available.

For example, you might want to have a program start automatically when you start Windows. To do this, you create a shortcut to the program in your StartUp folder.

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TIP

You can set up the program to start minimized instead of in a window. For information, look up "minimized windows" in the

Help Index.

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More ways to keep programs handy

- You can drag a program icon onto the Start button from My Computer or Windows Explorer. The icon will then appear at the top of the Start menu.

- You can add programs to any of the folders on the Programs menu, or create a new folder. For more information, look up "Programs menu" in the Help Index.

- If you want a program or document to be instantly available, you can place a shortcut to it on the Windows desktop. For more information, see "Putting a Shortcut on the Desktop" earlier in this chapter.

BLANK PAGE

IMPORTANT: This text will appear on screen, but will not print on a PostScript printer.

This page should be the last one in this file; it was inserted by running the InsertBlankPage macro.

Do not type any additional text on this page!

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