? (question mark) button, using to get Help 12 Access control, setting up 50 Access to your computer, restricting 50 Accessibility for people with disabilities 78 - 81Accessibility Options shortcut keys 77 Accessing online services by using HyperTerminal 65 by using Microsoft Exchange 64 by using The Microsoft Network 65 Accessing remote computers by using HyperTerminal 65 Accessing shared resources See also Network setup mapping drive letters to network resources opening shared folders 55 overview of sharing resources 44 printing from shared printers 55 using Dial-Up Networking 56 – 57 Accessing the Internet 58 Accessories, where to find 67 Adapter, setting up 46 - 47Add New Hardware wizard 36 Add Printer wizard 32 Add/Remove Programs 35 Adding network software 46 – 47 new folders 26 Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 87 of 18 Printed:

!Unexpected End of Expression §

new hardware 36

new software 35
printers 32 – 33
shared resources 52 – 54
shortcuts
to the desktop 39
to the StartUp folder 40 – 41
Windows components 68

Animations, viewing 60
Applications *See* Programs
Arranging open windows 7
Arrow button on folder toolbars, using 23
Audio cards, installing 36
Audio cassettes of documentation, obtaining 80
Audio compact discs, playing 60
Autoexec.bat file xiii

В Background pictures and patterns, displaying 61 Backing up files as a regular maintenance procedure 62 before setting up Windows 95 xiii Backup, using 62 Bar at the bottom of the screen See Taskbar Blindness and low vision, support services for 80 Booting your computer in troubleshooting mode 82 – 83 Bootlog.txt file 83 Briefcase, using 66 Browsing through the network 45 Bulletin boards, connecting to 65 **Buttons** See also Start button for closing windows xi for getting Help information 12 for quitting programs 6 for sizing windows 72 for viewing the previous folder 23 on the taskbar appearing when programs start 5 using to switch between programs 7 Bypassing startup files 82 - 83C Capturing drive letters See Mapping drive letters to network resources Cards for new hardware, installing 36 CDs playing 60 viewing the contents of 20

Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 88 of 18 Printed:

 $! Unexpected \ End \ of \ Expression \S$

Checking for errors in disks, files, and folders 62

Click, defined 70

Client for Microsoft Networks 48
Client for NetWare Networks 48
Client, defined 48
Clock on the taskbar, changing settings for 4
Close button xi, 6
Closing
programs 6
windows xi

Colors, changing 61
Commands on shortcut menus, displaying 70

Communicating over a network using Dial-Up Networking 56 – 57	by using The Microsoft Network 65
using HyperTerminal 65	to remote computers, by using HyperTerminal 65
using Microsoft Exchange 64	to shared folders 55
using Microsoft Fax 64	to the Internet 58
using The Microsoft Network 65	to your office computer, from home or on
Compact discs playing 60	the road 56 – 57
viewing the contents of 20	Contents tab in Help, using to find topics 11 Control Panel starting 14
Compact Setup, described xv Compressing disks 63 Computer	using to customize Windows 61
changing system settings 14	Controlling access to your computer 50 Controls, getting Help on 12
identifying on the network $48-49$	Copying files or folders
improving the performance of 63	by dragging 38
maintaining 62	by using the Edit menu 24
seeing what's on your computer $20-22$	by using the right mouse button 37
setting up to use a network $46-49$	by using the Send To command 27
shortcut to another computer, creating 39	information in documents $28 - 29$
shutting down 17	to a floppy disk 27
Computer games, playing 60 Computerized books for the blind <i>See</i> Recording for the Blind, Inc.	Creating documents 67
Config.sys file xiii Confirming startup commands 83	folders 26
Connecting to NetWare servers 48	pictures 67
to online services	
by using HyperTerminal 65	
§	
s Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 89 of 18 Printed:	
!Unexpected End of Expression \$ by using Microsoft Exchange 64	

Creating (continued)	installing 36
shortcuts	troubleshooting 82
in the StartUp folder $40 - 41$ on the desktop 39	Dial-Up Networking, setting up 56 – 57 Dialing problems, troubleshooting 82
Custom Setup, described xv	Dialog boxes getting Help on 12
Customizing Windows adding programs to the Start menu 41	how to use $71 - 72$
creating shortcuts on the desktop 39	using keyboard shortcuts with 76, 77
starting programs automatically when Windows starts $40 - 41$ using colors, pictures, and patterns 61 using screen savers 61	Differences between Windows version 3.1 and Windows 95 ix – xii Directories <i>See</i> Folders Disabilities, support services for 78 – 81 Disk compression 63 Disk Defragmenter, using 63 Disk drives <i>See</i> Drives
Cutting and pasting	Disk space
files or folders 24, 37	for deleted files in the Recycle Bin 25
information in documents 28 – 29	increasing by compressing data 63
	troubleshooting 82
Deaf and hard-of-hearing, support services for 78 Definitions of items on the screen, displaying 12 Defragmenting disks 63 Deleted files, retrieving or removing from the Recycle Bin 25 Deleting files or folders 25	Disks <i>See</i> Drives Display, protecting by using a screen saver 61 Document file type, changing 31
information in documents 28	
Desktop changing the size of windows 72	
customizing colors and background of 61	
items appearing when Windows starts viii	
keyboard shortcuts 75	
8	
Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 90 of 18 Printed:	
!Unexpected End of Expression§ Devices	
changing hardware settings 14	

Document icons, illustrated 21 Document path, specifying 16	by using Windows Explorer 22
Documentation on audio cassettes and floppy disks 80 Documents	from within a program 8
accessing shared documents 55	printing 34
backing up 62	saving 30 – 31
controlling access to 50	selecting information in 28
copying	sharing 50 – 52
by dragging 38	shortcuts to, creating 39
by using the Edit menu 24	synchronizing versions of 66
by using the right mouse button 37	Documents command on the Start menu, using 9
to a floppy disk 27	Double-click, defined 70 Downloading Windows components 68
copying information in $28-29$	copying or moving files and folders 38
creating in WordPad 67	defined 71
deleting 25	Drawing tools 67 Drive letters, mapping to network resources 55
finding 13	Drives checking for errors 62
moving	compressing 63
by dragging 38	defragmenting files on 63
by using the Edit menu 24	
by using the right mouse button 37	saving files on a different drive 31
moving information in $28 - 29$	sharing 52
naming 30	shortcuts to, creating 39
opening	viewing the contents of $20 - 22$ DriveSpace, using 63, 85
by using My Computer 21	Drivespace, using 05, 05
by using shortcuts 39	
by using the Documents menu 9	
§	
Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 91 of 18 Printed:	
!Unexpected End of Expression§ by using the Run command 15	

E	checking for errors 62
E-mail, exchanging	Find command, using 13
by using Microsoft Exchange 64	Find tab in Help, using 12 Finding
by using The Microsoft Network 65	computers 13
Editors	documents or folders 13
for pictures 67	Help topics $11 - 12$
for short documents 67	programs 13
Efficient use of Windows 37 – 41	Fixing disk errors 62
Electronic mail messages, exchanging	Floppy disks
by using Microsoft Exchange 64	compressing 63
by using The Microsoft Network 65	copying files to 27
Ending programs 6 Enlarging windows to full size 72	obtaining Microsoft documentation on 80
Entire Network icon, using 45 Erasing	saving files on 31
files or folders 25	viewing the contents of 20
information in documents 28	S .
Exchanging messages over a network electronic mail 64, 65	
faxes 64	
Explanations of items on the screen, displaying 12 Explorer <i>See</i> Windows Explorer	
F	
Faxes, sending and receiving 64 File icons in folders changing the way icons are displayed 23	
described 21	
File information, viewing 23 File Manager, Windows 95 equivalent ix File path, specifying 16 File type, changing 31 Files	
§	

Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 92 of 18 Printed:

!Unexpected End of Expression§

See also Documents

Folder icons, illustrated 21 Folder windows, working with 23 Folders	saving files in 31
accessing shared folders 55	sharing 50 – 52
checking for errors 62	shortcuts to, creating 39
controlling access to 50	viewing the hierarchy of 22
copying	Fragmentation of files, eliminating 63 Full path, specifying 16 Full-text search 12
by dragging 38	
by using the Edit menu 24	G
by using the right mouse button 37	Games playing Windows games 60
creating 26	running MS-DOS programs on a DriveSpace
deleting 25	compressed drive 85
described 21	Glossary 70 Green text in Help topics 11
finding 13	Groups, appearing as folders ix, 5
moving	Н
by dragging 38	Hard disk <i>See</i> Drives Hard-of-hearing, support services for 78
by using the Edit menu 24	Hardware changing hardware settings 14
by using the right mouse button 37	installing 36
navigating through $20-23$	troubleshooting 82
opening	
by using My Computer 21	
by using Network Neighborhood 55	
by using shortcuts 39	
by using the Run command 15	
by using Windows Explorer 22	
§	
Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 93 of 18 Printed:	
Previous folder, going back to 23	

```
Help troubleshooters, using 82
Help, online 10 - 12
Hidden window, switching to 7
Hierarchy of folders, viewing 22
Highlighting See Selecting
HyperTerminal, using 65
Icons
      for disk drives, defined 20
      for files and folders
          changing the display of 23
          defined 21
Identifying your computer on the network 48 – 49
Inbox for Microsoft Exchange 64
Index tab in Help, using to look up topics 11
Installing
      hardware 36
      network software 46-47
      printers 32 - 33
      software 35, 68
      Windows 95 xiv - xv
      Windows components 68
Internet, connecting to 58
Keyboard shortcuts 75 – 77
LAN Manager 48
Laptop computer See Portable computer
Links to documents and programs See Shortcuts
Listing files and folders 22, 23
Locating See Finding
                      Filename: in.doc Project:
Template: Author: Last Saved By:
Revision #: 0 Page: 94 of 18 Printed:
                      !Unexpected End of Expression §
Location of files, specifying in the path 16
```

Logging on to Windows or your network 2

Long filenames 16 Looking up topics in Help 11 – 12

M

Mail messages, exchanging
by using Microsoft Exchange 64
by using The Microsoft Network 65

Mapping drive letters to network resources 55 Maximizing windows 72 Media Player, using 60 Memory, troubleshooting 82

Messages, exchanging over a network electronic mail 64, 65	MS-DOS window, opening x MSN (The Microsoft Network) 65
faxes 64	Multimedia devices, installing 36 Multimedia features, using 60 Multiple items, selecting 27
Microsoft Exchange, using 64 Microsoft Fax, using 64	My Computer changing the way items are displayed 23
Microsoft LAN Manager 48 Microsoft Network (MSN) 65 Microsoft Sales Information Center 81	copying files to a floppy disk 27
Microsoft support services for people with disabilities 78 – 81	creating new folders 26
Microsoft Windows 95 Resource Kit vii Microsoft Windows for Workgroups 48 Microsoft Windows NT 48	creating shortcuts to documents and programs 39
Microsoft WinNews vii Minimizing windows 72	deleting files or folders 25
Modems using with Dial-Up Networking 56 – 57	described viii
using with HyperTerminal 65	going back to the previous folder 23
using with Microsoft Fax 64	keyboard shortcuts 75, 76
using with The Microsoft Network 65	moving or copying files or folders 24
Monitor, protecting by using a screen saver 61 Motion impairment, support services for 78 Mouse skills 70 Moving	
files or folders	
by dragging 38	
by using the Edit menu 24	
by using the right mouse button 37	
information in documents $28 - 29$	
the mouse 70	
the taskbar 71	
windows 73	
MS-DOS path, specifying 16 MS-DOS programs, running on a DriveSpace	
§	
Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 95 of 18 Printed:	

resources 55

My Computer (continued) opening disk-drive icons 21	opening shared folders 55
	printing from shared printers 55
opening documents 21	using Dial-Up Networking 56 – 57
seeing what's on your computer 20 – 21	using HyperTerminal 65
starting programs 21	using Microsoft Exchange 64
N	using The Microsoft Network 65
Naming	changing network settings 14
documents 30	
your computer 49	how to tell if your computer is set up for networking 46
National Information System (NIS) 81 NetWare servers	logging on to 2
connecting to 48	overview of using 44
viewing on the network 45	viewing computers and resources on 45
Network adapter, setting up 46 – 47 Network clients, described 48 Network file and print sharing See Sharing resources over a network Network logon 2 Network Neighborhood described viii	New document, saving 30 New features in Windows 95 xii New folder, creating 26 NIS See National Information System Notebook computer See Portable computer
opening shared folders 55	
viewing computers in your workgroup 45	
Network printers setting up $32 - 33$	
using 55	
Network protocol, defined 48 Network security, setting up 50 Network service, defined 48 Network setup 46 – 48 Networks accessing	
ş	
Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 96 of 18 Printed:	

Novell NetWare servers	MS-DOS windows x
connecting to 48 viewing on the network 45	My Computer 20
	Network Neighborhood 45
0	programs
Online Help, using 10 – 12 Online services	automatically when Windows starts 40 - 41
accessing by using HyperTerminal 65	by using My Computer 21
accessing by using Microsoft Exchange 64	by using shortcuts 39
accessing by using The Microsoft Network 65	by using the Programs menu 5
Online tour of Windows 95 vii Opening	by using the Run command 15
Control Panel 14	by using the Start menu 41
documents	by using Windows Explorer 22
by using My Computer 21	Windows Explorer 22
by using shortcuts 39	Optimizing your computer 63 Option boxes <i>See</i> Dialog boxes
by using the Documents menu 9	
by using the Run command 15	P
by using Windows Explorer 22	Paint, using 67 Parts of a window, getting Help on 12
from within a program 8	Password logging on to Windows without using 2
Entire Network 45	using to log on to Windows 2
folders	using to protect shared resources 50
by using My Computer 21	
by using Network Neighborhood 55	
by using shortcuts 39	
by using the Run command 15	
§	
Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 97 of 18 Printed:	
!Unexpected End of Expression § by using Windows Explorer 22	

Paste command copying or moving files and folders 24, 37	Printers folder adding printers to $32 - 33$
copying or moving information in documents 29	described 20
Path, how to specify 16 Patterns, displaying in the background 61 PC card (PCMCIA), troubleshooting 82 Permission to use your shared resources, granting 50 Personalizing Windows <i>See</i> Customizing Windows Phone numbers <i>See</i> Telephone numbers Pictures, displaying in the background 61 Playing games 60 multimedia files and CDs 60	viewing documents waiting to print 33 Printing documents 34 managing documents waiting to print 33 troubleshooting 34 using shared printers 55 Program groups, appearing as folders ix, 5 Program Manager, Windows 95 equivalent ix
Pointers to documents and programs <i>See</i> Shortcuts Pointing with the mouse 70 Pop-up explanations, displaying 12 Portable computer connecting to another computer by using a modem 66	adding to the Start menu 41 adding to the StartUp folder 40 – 41 finding 13
setting up Windows for xv	how programs get on the Programs menu 6
using with Briefcase 66	installing 35, 68
using with Dial-Up Networking 56	quitting 6
Power, turning off your computer 17 Print jobs, managing 33 Print Manager, Windows 95 equivalent x Printers	running MS-DOS programs on a DriveSpace compressed drive 85
checking for printers already set up 32	
controlling access to 50	
creating shortcuts to 39	
setting up $32 - 33$	
sharing 53 – 54	
troubleshooting 34	
§ Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 98 of 18 Printed: !Unexpected End of Expression § using shared printers 55	

Programs (continued) starting	Recording for the Blind, Inc. 80 Recycle Bin viii, 25 Reducing windows 72
automatically when Windows starts 40 – 41	Registry, restoring 84 Removing files or folders 25
by using My Computer 21	information in documents 28
by using shortcuts 39	Repairing disk errors 62
by using the Programs menu 5	Resizing windows 72 Resource Kit for Microsoft Windows 95 vii
by using the Run command 15	Restarting your computer in troubleshooting mode 82 – 83 Restoring a window to its previous size 72 Restoring the projectors 84
by using the Start menu 41	Restoring the registry 84 Restricting access to your computer 50
by using Windows Explorer 22	Retrieving deleted files 25 Right-click, defined 70 Right mouse button
switching between 7	using to copy or move files 37
Programs menu adding programs to 41	using to display shortcut menus 70
described 6	using to get Help information 12
starting programs from 5	
Properties dialog boxes <i>See</i> Dialog boxes Property sheets <i>See</i> Dialog boxes Protecting shared folders and printers 50	
your computer screen 61	
Protocol, defined 48	
0	
Question-mark button, using to get Help 12	
Quitting programs 6	
Windows 17	
R	
§ Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 99 of 18 Printed:	
!Unexpected End of Expression§	
Readme files 85 Rearranging open windows 7	

Run command, using 15 Running programs automatically when Windows starts $40-41$	Send To command 27 Service software, defined 48 Setting up
by using My Computer 21	access control for shared resources 50
by using shortcuts 39	Dial-Up Networking 56 – 57
by using the Programs menu 5	hardware 36
by using the Run command 15	network software 46 – 47
by using the Start menu 41	printers 32 – 33
by using Windows Explorer 22	software 35, 68
trouble running MS-DOS programs 82, 85	Windows 95 xiv – xv
5 1 5	Windows components 68
S	your computer, to use a network 46 – 49
Safe mode, starting your computer in 83 Saving	Settings for the system, changing 14 Setup command, using xiv, xv
backup files 62	Shape of windows, changing 72 Share-level access control, setting up 50
changes to an existing document 30	Sharing resources over a network See also Network setup
copies of files on floppy disks 27	controlling access to shared resources 50
new documents $30 - 31$	opening shared folders 55
ScanDisk, using 62 Screen	overview 44
customizing colors and background of 61	printing from shared printers 55
getting Help on individual window items 12	sharing folders 50 – 52
items on the screen when Windows starts viii	
Screen savers 61 Scrolling 74 Searching for See Finding Security for shared folders and printers 50 Selecting information in a document 28	

Sharing resources over a network (continued)	Control Panel 14
sharing printers 53 – 54	MS-DOS Prompt x
viewing shared resources 45	programs 5, 15
Shortcut menus, displaying 70 Shortcuts	Windows Explorer 22
adding to the StartUp folder 40 – 41	Start menu
placing on the desktop 39	adding programs to 41
Shutting down your computer 17 Sight impairment, support services for 80	overview of commands on 3
of file and folder icons, changing 23	Starting Control Panel 14
of windows, changing 72	MS-DOS Prompt x
Software, installing 35, 68 Solitaire card game 60	programs
Sound and animation 60 Sound cards, installing 36 Sound Recorder, using 60	automatically when Windows starts 40 – 41
Space on disks for deleted files 25	by using My Computer 21
increasing by compressing data 63	by using shortcuts 39
Speeding up system performance 63	by using the Programs menu 5
Speeding up your work 37 – 41 Start button	by using the Run command 15
adding programs to the Start menu 41	by using the Start menu 41
changing system settings 14	by using Windows Explorer 22
finding files or folders 13	
getting Help information 10	
opening documents from the Documents menu 9	
overview of 3	
setting up Dial-Up Networking 57	
shutting down your computer 17	
\$	
Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 101 of 18 Printed:	
!Unexpected End of Expression § Starting	

Starting (continued) Windows (logging on) 2	text telephone (TT or TDD) service 78 Trace R&D Center 81 Text copying, moving, or deleting 28
Windows Explorer 22	
your computer, in troubleshooting mode 82 – 83	
Startup files, bypassing 82 – 83 StartUp folder adding programs to 40 – 41 described 6 Switching between windows or running programs 7 Synchronizing versions of files on two computers 66 System changing system settings 14 improving the performance of 63 maintaining 62 shutting down 17 troubleshooting 82 – 85	creating and editing by using WordPad 67 scrolling 74 selecting in a document 28 Text telephone (TT or TDD) service 78 The Microsoft Network (MSN) 65 Toolbars displaying in folder windows 23 using to perform tasks quickly 73 Topics in Help, how to access 10 – 12 Tour of Windows 95, online vii Trace R&D Center 81 Tree of folders, viewing 22
System tools 62 – 63	
Taskbar buttons appearing when programs start 5 described 2, 4 moving 71 reducing windows to taskbar buttons 72 switching between programs 7 TDD (text telephone) service 78 Talophone numbers	
Telephone numbers Microsoft Sales Information Center 81 National Information System (NIS) 81 § Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 102 of 18 Printed: !Unexpected End of Expression § Recording for the Blind, Inc. 80	

Troubleshooting W bypassing startup files 82 - 83Wallpaper, displaying 61 Window printing problems 34 changing the size of 72 restoring the registry 84 closing xi running MS-DOS programs on a DriveSpace Help on parts of a window, displaying 12 compressed drive 85 moving 73 using Help troubleshooters 82 MS-DOS window, opening x TT (text telephone) service 78 Turning off your computer 17 represented by a button on the taskbar 4 scrolling information in 74 Underlined text in Help topics 11 switching between windows 7 Updating files on two computers 66 Upgrading from an earlier version of Windows xiv User-level access control, setting up 50 Viewing animations 60 computers in the entire network 45 computers in your workgroup 45 documents waiting to print 33 hierarchy of folders 22 My Computer, contents of 20 - 21previous folder 23 printers that have been set up 32 resources shared over a network 45 toolbars 23, 73 Windows Explorer, contents of 22 Filename: in.doc Project: Template: Author: Last Saved By: Revision #: 0 Page: 103 of 18 Printed:

!Unexpected End of Expression §

Vision impairment, support services for 80

```
Windows 95 operating system
     changing Windows settings 14
      differences from Windows version 3.1 ix -
      xii
      information about, where to find vi – vii
     logging on to 2
     new features xii
     quitting 17
      setting up xiv - xv
     troubleshooting 82 – 85
     using efficiently 37 - 41
Windows accessibility features 78 – 79
Windows components, installing 68
Windows Explorer
     keyboard shortcuts 75, 76
     using 22
Windows for Workgroups 48
Windows keyboard shortcuts 75
Windows NT 48
Windows version 3.1
     how Windows 95 differs from ix – xii
     upgrading from xiv
WinNews vii
Word processing 67
WordPad, using 67
Workgroup, viewing computers in 45
Writing short documents 67
X
X button
     using to close windows xi
     using to quit programs 6
                    Filename: in.doc Project:
Template: Author: Last Saved By:
Revision #: 0 Page: 104 of 18 Printed:
                     !Unexpected End of Expression §
```

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!

§