

Welcome

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Welcome to the Microsoft® Windows® 95 operating system. With Windows 95, all the things you do now will be easier and faster, and what you've always wanted to do is now possible.

This book introduces you to Windows and gets you up and running quickly. It shows you how to do the most common tasks, provides you with tips, and points you to some of the fun and exciting new features that come with Windows.

If you want to explore Windows in more depth or learn about some of the more technical aspects of Windows, the first topic in this section, "Where to Find the Information You Need," points you to other sources of information.

Where to find the information you need

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What's on your Windows 95 screen

Depending on how your computer is set up, various items appear on your *desktop* when you start Windows. Here are four important ones.

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My Computer

Double-click this icon to see your computer's contents and manage your files. For more information, see Chapter 2, "Beyond the Basics."

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Network Neighborhood

Double-click this icon to see available resources on the network, if your computer is or can be connected to one. For more information, see Chapter 3, "Introducing Networks."

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Recycle Bin

The Recycle Bin is a temporary storage place for deleted files. You can use it to retrieve files deleted in error. For more information, see Chapter 2, "Beyond the Basics."

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Start button

You can click the Start button on the *taskbar* to start a program, open a document, change system settings, get Help, find items on your computer, and more. For more information, see Chapter 1, "The Basics."

If you've used Windows before. . .

Take a look at how some familiar elements of Microsoft Windows version 3.1 have changed for Windows 95.

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Program Manager

You can find your old program groups by clicking the Start button and then pointing to Programs. Your groups appear as folders on the Programs menu.

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File Manager

To manage your files, you click the Start button, point to Programs, and then click Windows Explorer. Your directories appear as folders.

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MS-DOS Prompt

To open an MS-DOS® window, you click the Start button, point to Programs, and then click MS-DOS Prompt.

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Control Panel

To open Control Panel, you click the Start button, point to Settings, and then click Control Panel.

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Print Manager

To set up a printer or look at information about documents you're printing, you click the Start button, point to Settings, and then click Printers.

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Run command

To use the Run command, you click the Start button, and then click

Run. You can run MS-DOS-based and Windows-based programs, open folders, and connect to network resources by using Run.

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Task switching

You can use the taskbar to switch between open windows. Just click the button on it that represents the window you want to switch to. You can also use ALT+TAB, just as you did in earlier versions of Windows.

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Close button

To close a window, you click the Close button in the upper-right corner of the window, next to the Minimize and Maximize buttons.

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What's new in Windows 95?

Windows 95 offers many new, exciting features, in addition to improvements to many features you may be familiar with from earlier versions of Windows. This section mentions just a few of these features. For a complete listing, look up “what’s new” in the Help Index.

Windows now features the Start button and taskbar. Click the Start button to quickly open programs, find documents, and use system tools. Use the taskbar to switch between programs as easily as changing channels on your TV.

Windows Explorer is a powerful way to browse through and

manage your files, drives, and network connections.

Windows now supports long filenames to make your files easier to organize and find.

You will enjoy the faster video capability for games, enhanced

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support for MS-DOS-based games, and improved performance for playing video and sound files.

You can just insert the card for your Plug and Play hardware in your computer. When you turn on your computer, Windows recognizes and sets up your hardware for you automatically.

Windows now lets you use many programs at once: do more in less time!

Use Microsoft Exchange to view and work with all types of electronic communications, including e-mail and faxes.

You can use this new, affordable, and easy-to-use online service to communicate with people worldwide, using e-mail, bulletin boards, and the Internet.

Backing up your old files

Most Windows 95 setups are easy and trouble-free; however, any time you update your computer's operating system, it is possible that an error could occur (such as system failure due to incompatible hardware, or a power failure) that may temporarily or permanently prevent access to data.

Before you set up Windows 95, you might want to back up certain system files. The files you should back up include the following:

- All initialization (.ini) files in your Windows directory
- All registry data (.dat) files in your Windows directory
- All password (.pwl) files in your Windows directory
- Any files specified in the Config.sys and Autoexec.bat files
- Your Config.sys and Autoexec.bat files, located in the root directory of your startup drive (usually drive C)
- Proprietary network configuration files and logon scripts

You may also want to back up personal or business data that is on the hard disk.

Just before setting up Windows 95, make sure your network software, if any, is working. The settings from the existing network

configuration are used in Windows 95.

Setting up Windows 95

It's easy to set up Windows. There are two ways to do it, depending on whether you have an earlier version of Windows (version 3.x or Windows for Workgroups) on your computer.

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If you do not have a previous version of Windows, use the following procedure.

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Setup prompts you to choose the type of installation you want. If you're not sure, choose the one that Windows selects for you. The following table describes these options.

This Setup option	Does this
<i>Typical</i>	Sets up the most commonly used Windows components.
<i>Portable Windows components</i>	Sets up features that are most useful for a portable computer, while conserving disk space. This includes power management features and Briefcase, a program that helps you synchronize files between laptop and desktop computers.
<i>Compact Windows Component</i>	Sets up only the basic files you need to run Windows. This is useful if you have very limited disk space.
<i>Custom</i>	Enables you to choose exactly which components to install. If you are an advanced user or system administrator and want to customize your Windows installation, choose this option.

§ See Also
For more information about
Portable Windows components after you've installed Windows, Compact see "If a Windows Component Isn't Available" in Chapter 4, "The Possibilities."
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If you encounter problems setting up Windows, see the Setup.txt file that comes with Windows.

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