

Easy to Understand, Great Exercises, Unbelievable Value

Get Going with Windows 98



User Friendly

Simple Instructions

Easy Exercises

Clear Illustrations

Setp-by-Step

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Get going with Windows 98

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Acrobat Reader: How to ...

F5/F6 open/closes bookmarks - **F4** open/closes thumbnails

In menu View you can set, how the file is displayed

CTRL+0 = Fit in Window, **CTRL+1** = Actual size, **CTRL+2** = Fit width

You can set **SINGLE PAGE**, **CONTINUOUS VIEW** or **CONTINUOUS FACING**

.. try them out and you will see the differences.

Navigation

ARROW LEFT/RIGHT: forward/backwards one page

ALT+ARROW LEFT/RIGHT: same as in a browser: forward/back

CTRL++ zooms in **AND CTRL+-** zooms out

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Congratulations...

on your purchase of Windows98 (or Win95)! Or maybe it wasn't a program you bought yourself, it was already on the computer. But no matter what, you are about to start exploring a future-proof operating system. The market is dictating that this colorful and versatile interface is what we can expect from computers in the future. But don't forget that what you see on screen is the result of many years of development and research into user friendliness. The cleverest design features are often the simplest and most logical – *after* they are worked out. And it is the same with computers. The simpler and smarter they are, the better for us users.

Jargon – only for experts?

The computer branch above all branches probably uses the most jargon.

'MHz, RAM, CD-ROM, GB, SDRAM...'

As a new user it is easy to get confused with all these technical terms, but it will help you to learn the correct language and its meaning from the beginning. It makes it easier to talk with other computer users and look for help using the built-in help functions. Any terms directly concerning Windows98/95 will be thoroughly explained the first time they appear in the booklet.

What is expected of you ...

is that you really **want** to learn how to use Win98/95. You should know the simplest computer terms and be able to find your way around the keyboard (as described in the booklet 'Make Friends with your PC' also available from this publisher)

...and your machine

Win98/95 makes many demands on your computer. If it is at all limited you will soon get frustrated working with it. Of course, if all you are going to do is write short letters and manage your CD collection then you will not be demanding as much of your machine as if you are producing long, beautifully illustrated reports. But no matter what you are doing, the minimum requirements shown on the Win98/95 packaging are not near enough. You should assume you need at least 32MB RAM – the term for the amount of data the computer can hold and process in its electric memory.

If you already use Win95 and upgrade to Win98...

you will notice almost immediately that very little appears to have changed. Technically there have been many improvements, but this booklet describes the way you *work* with Win98/95, and

does not go into the way the program works internally – so reading through the booklet you will quickly see what has changed from Win95 to Win98.

If you use Win95 and don't want to upgrade to Windows98...

Differences between Win95 and 98: I describe the way 95 works in a shaded box, like this one. The main differences are the Help system and some extra facilities on the Task Bar.

About this booklet

What order should a booklet follow, when it describes a program which does not actually create anything? Win98/95 is an operating system, so all it has been designed to do is 'just' control a computer. It can always be argued that there are 'right' and 'wrong' things to include in a booklet like this, and they may or may not be presented in the 'correct' order. I have chosen to structure this booklet in an easy to use way, so you learn how to use all kinds of programs.

At the same time everything will be presented as practical examples you can try on your own computer while you read, leading you further into Win98/95's more advanced features in a natural way.

As you progress you will notice that there are many ways to do the same thing – one of the greatest advantages of Win98, as it lets you customize the program to suit the way you work. All the exercises are thoroughly described using the mouse, but can also be performed using the keyboard. In the long term this makes your work faster and easier. If you want to know more about using the keyboard in Win98, then read this publisher's booklet '*Escape the Mousetrap*'.

Symbols

The booklet uses various different text styles to make it easy to follow, and to remind you of the most important points quickly and easily.

Text like this is a useful and important tip.

Text appearing on a gray background is information which may not be directly relevant to the exercise, but is still important to know to be able to progress.

Exercise 1: Let's get going

When you switch on...

all sorts of frightening things happen on the screen. Various sounds can be heard from deep inside the computer, and lots of what appears to be nonsense scrolls over your display. Luckily none of this concerns you, Win98/95 manages all of this. After a little while a smart background appears, together with all sorts of small pictures and symbols. This background is called the *Desktop*, a very descriptive term as you can add all sorts of things on it, next to, or on top of each other, anyway you want. So be careful, the screen can get just as messy as your real desk, though luckily it is very easy to tidy up the chaos on your screen.

When the desktop is displayed, it can still take a while before the computer is ready. The *Mouse pointer* shows that you still have to wait a little. Try holding the mouse and moving it, without lifting it from the surface. The mouse pointer on the screen follows your movements, and simultaneously tells you the status of your computer.

The computer is busy. All its resources are in use and all you can do is wait.



The computer is working in the background. You can carry on working, but things will happen more slowly.



When the computer is ready, the mouse pointer changes to its normal shape. You can point to and select objects, and do much more, using the tip of the arrow.



Hard disk

The sound you heard from inside the computer when it started came from its *hard disk*. All the programs are stored here and are read into the computer's memory when they are started. When you save your own work, after writing a letter, for example, this is also stored on the hard disk. This means you can retrieve it later.



Icons

Things on the desktop are shown using little pictures, called *icons*. You find these icons all over the place in Win98, including the Start button and the *Taskbar*.

Shortcuts

The objects on the desktop are *shortcuts* to programs you use a lot. These shortcut elements (objects) point to programs stored somewhere on your hard disk. You can create shortcuts to programs and other objects yourself. A shortcut can point to a document like a letter you have written and saved on your machine's hard disk.

When you install new programs on your computer it creates its own shortcuts in different places in Win98. The theory is that you will always be able to start programs easily no matter where on the hard disk they may be.

Taskbar

At the bottom of the screen is the *Taskbar* – a very important component. The *Start* button lets you start all programs on your computer, via shortcuts. Next to the Start button you will find an area called 'Quick Launch', which lets you start your programs even faster.

Quick Launch does not exist in Windows95

Programs

I have already used the word *program* a couple of times, but what does it really mean?

Win98/95 consists of a number of programs, each of which carries out a specific task. If you want to write a letter, you will use a word processing program, if you want to draw, then you use a drawing or painting program and so on. In this booklet you will be introduced to a number of programs included with Win98/95 which together make up a large part of the user interface.

A click...

with the mouse is a quick press on the left mouse button. Such a click is usually used to choose an option or a function with the mouse. In earlier versions of Windows only the left mouse button was used, but in Win98/95 the right mouse button is often used (see page 13). But in this booklet, when I ask you to click, I will be referring to the left mouse button.

The opening screen

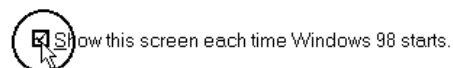
If you have just unpacked your machine, plugged it in and started it, it will prompt you to enter a password. If you simply enter your name, and leave the password field blank you will not be asked for a password every time you start Win98. This *dialog box* appears whenever you turn your computer on:



Dialog box

The **Tip of the day** is a good example of a *dialog box*. Every time a window require you to make a choice before proceeding, it is called a dialog box – you are in a dialog with the program. Click on the **Continue** button if you want to be taken on a guided tour of Windows98. A single dialog box usually contains many choices. Later you will see that a dialog box can contain several *tabs* just like an old fashioned archive or address book. The **Tip of the day** dialog box should be closed. Try this on your own computer:

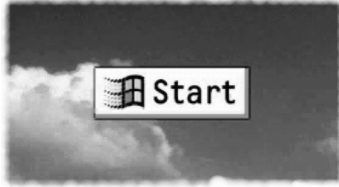
1. Move the mouse so that the mouse pointer points at (is over) the **Close** button (the little cross at the top right of the dialog box) and click. The dialog box closes. Every time you point at something in a window, a small descriptive text, called a 'tool tip' is displayed.
2. Removing the "X" in the little check-field at the bottom of the dialog box (by clicking in the field) will stop this dialog box from being displayed each time Windows starts.



Let's look at how a program starts.

Starting a program

The Start button is, according to Microsoft one of the most important elements of the user interface. Its importance to their Win98/95 strategy is illustrated in this clip from one of their Win98/95 advertisements:



Try this on your own computer:

1. Click on the **Start** button on the left side of the Taskbar to open the *Start menu*. The little triangle in the right side of the *menu items Programs, Documents, Settings and Find* shows that these menus have further levels = more choices:

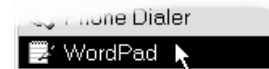


- 2.
3. Point to the menu item **Programs**. It is now highlighted with a dark color – it is *selected*. After a short pause the next level opens and displays a list of the programs and folders you have on your machine.
4. Choose the **Accessories** menu item by pointing to it with the mouse pointer (without clicking on it).

Note it is not necessary to **click** on menu items with several levels – they open automatically after a short pause.



- 1.
2. Now move the mouse to the left until it points **Settings** on the top level of the Start menu. After a moment the next level of this **Settings** menu is shown.
3. Move the mouse pointer up again until it points to the **Programs** menu, and then to **Accessories** in the next level. When you should point at several levels of a menu in the future it will be written like this in the booklet: **Programs|Accessories**.
4. Point to the **WordPad** program.
5. Click on **WordPad**, with the result that the menu disappears and the program starts.



Click on a program to start it.

It does not matter if you move the mouse away from the menus. Just move the mouse back and forth until you hit the right point.

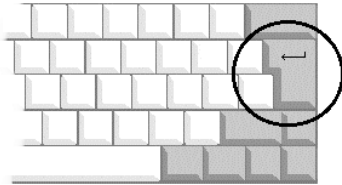
If you have a Windows keyboards, then you can use the key marked with the Win98/95 logo (). If you want to close the Start menu without starting a program, then just click anywhere on the desktop, or press the **Esc** key.

Without going into a detailed description of the **WordPad** program we will use it to write a little letter. We will also save the letter, so you can find and edit it later.

Writing a letter...

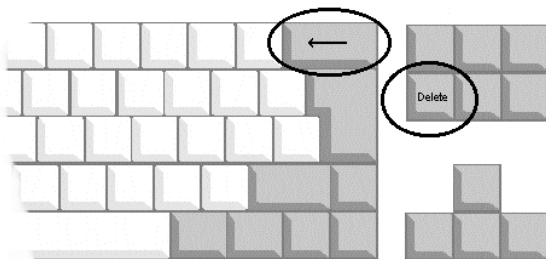
is something we all do from time to time. No matter whether you have bought a fully featured word processor like Microsoft Word, or if Windows own WordPad will be enough for you, the theory is the same:

1. The program starts in its own window. In the window the cursor blinks in a large white field, which represents a piece of paper. The cursor is on the first line of the paper.
2. Type **London** and press **Enter** twice (Enter is the key marked with the ↵ symbol).



The cursor is now at the beginning of line three. When you start typing the following text you should forget about pressing **Enter** to end a line – just type all the text. WordPad will automatically wrap text to the next line when necessary.

1. Type:
“The tour is to United Kingdom. We start by spending three days in London, the capital. After this we will visit most of the south coast.”
2. If you make a mistake then correct your text by using the **Delete** key to delete letters to the right of the cursor, or **Backspace** to delete letters to the left of the cursor.



Printing your letter

1. Switch on your printer.
2. Above the text of your letter you will see a ruler and two rows of buttons (with icons), called toolbars. These buttons are shortcuts to functions which are regularly needed. If you hold the mouse still over one of these buttons for a moment (without clicking) a small yellow help

text, called a tool tip is shown, which describes the buttons function.

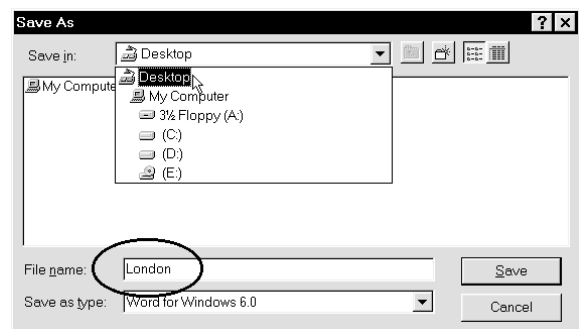
3. Find the **Print** button on the toolbar and click on it.



Saving your letter...

is very important. You will often have to print a letter several times, or maybe you will need to alter it, or add something to it at a later date.

1. Find the **Save** button on the toolbar and click on it. The **Save as** dialog box is displayed.
2. In the **Save in:** field, choose **Desktop** (click on the small arrow to the right of the field and click on **Desktop** in the roll down list).



1. Click in the **File name** field and write **London**.
2. Click on the **Save** button. The letter is saved and the dialog box closes. You can see the name of the letter on the title bar of the program.



- 3.
4. It may well be that the 'extension' .doc is not shown on your computer. This depends on the preferences set for the **Explorer** program. We will be taking a closer look at that on page 46. The extension tells Win98/95 which program the letter belongs to.
5. Close the letter by exiting **WordPad**: Click on the button with the little cross at the top right of the window.



You can exit a program without worrying that your hard labor will disappear into thin air. If you have not saved your letter, the program will always ask you if you want to save it before the program closes. This applies for all Windows programs.

What is a file?

When you save your work onto the computer's hard disk, it becomes a *file*. All programs, including Win98/95 itself, consist of files – lots of files. The computer and Windows know which files are to be used, and when. When you start a program like WordPad the computer loads the information from the relevant files on the hard disk into its memory (RAM). When you save a letter you have written, not only the text is saved but also information about how the letter is formatted as well as other things the program needs to know.

What can I call my files?

Win98/95 allows 'long file names'. Microsoft promoted this aggressively when they launched Win98. For most of us it is quite natural that a file name can be long and descriptive.

Earlier in the history of the PC, file names were limited to a maximum of eight characters (the name) followed by a dot and then three further characters (the extension). This was very limiting if you wanted to name a file something descriptive.

Win98/95 lets you use up to 255 characters, including spaces. All files have extensions, even though you may not be able to see them immediately.

File names must not include any of the following characters: slash (/), back slash (\), larger than (>), smaller than (<), asterisk/star(*), question mark (?), double quotes (“”), pipe (|), colon (:), or semi-colon(;

Only programs written specially for Win98/95 can use these long file names. If you open a file with a long name in an older program which cannot understand long file names, it will automatically be shortened. The abbreviated name will use the first six characters of the long name (ignoring any spaces), followed by a *tilde* (~) and a number, as in:

Long name: **First draft family budget 1998.doc**

Short name: **:FIRSTD~1.DOC**

Long name: **Final family budget 1998.doc**

Short name: **FINALF~1.DOC**

The number following the tilde is increased every time Windows finds a file where the first six characters are identical. If you use programs which cannot use long file names, I would suggest using file names with a maximum of eight characters, or names starting with different letters.

Opening a file

As mentioned earlier, Win98/95 gives you many different ways of doing the same things. This holds true when you want to open your saved letter again. We will try the most instructive method first. Try this on your own computer:

1. Find the **London** file on your Desktop.

A single click on the file's icon will select it. To open the file you must click on it twice in quick succession using the left mouse button. This is called a double click. Try it now (you must not move the mouse between the two clicks).

I am assuming that Windows98 is set up in 'Classic Style'. If you have bought a computer with Win98/95 installed, you probably only need to click once to open the file. See page 30 to find out how to alter the way Windows98 works.

Win95: You will always have to double-click to open a file

1. WordPad starts and the file is opened, ready to use. If you have Microsoft Word installed on your computer, it will open instead of WordPad (explained on page 47).
2. Close WordPad (or Word).

When you double click, Win98 may perceive it as two single clicks, either because the interval between the two clicks was too long, or because you moved the mouse a little between the clicks. You can adjust the speed of a double click (we will try this on page 57). If your double click didn't work the first time, just try again.

If you click a selected icon a second time, but this time hit the text under the icon, Win98/95 will think that you want to change the name of the icon. If the name is suddenly selected inside a frame, Win98/95 thinks you want to type in a new text:



When this happens, just click anywhere outside this text field, which will deselect (remove focus) from the text line.

In the past few exercises you have learnt the basics of Win98, and ought to be able to manage the most vital tasks without running into any great problems. But you will probably not be surprised to learn that there are many other things you still have to know in order to use the program effectively.

In the sections to follow I will attempt to broaden what you have already learnt, and also give you a reasonable idea of the program's design and functions so you will not be nervous about carrying out even quite advanced operations.

Before continuing it, would be a good idea to practice some of the basic techniques from the preceding pages so you become comfortable using them.

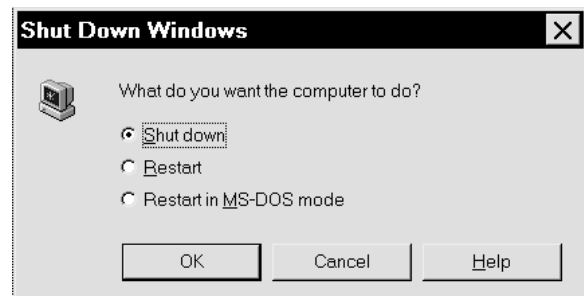
Shutting down the computer

When you have finished working, Windows should be closed down before you switch the computer off. Certain operations need to be terminated when Windows closes.

1. Click on the **Start** button.
2. Choose **Shut Down**



4. The **Shut Down Windows** dialog box is displayed. Note this dialog box also gives you the option of restarting the computer.



5. Choose **Shut Down ?** and click **OK**. You should never switch off the machine before the screen shows "it is now safe for you to switch off the computer".
6. If you have one of the most modern computers it may well switch itself off. But even so, you will probably have to switch the screen off manually. Switch your computer on again.
7. If your computer is equipped with power management functions, there will be a **Standby** menu item on the Start menu. This will make your computer go into a 'sleep mode'. You start it up again by pressing any key on the keyboard.
8. Sometimes, if you have installed a new program or changed the regional or other settings, Win98/95 may ask you to restart the computer so the new settings can take effect. There is no need to switch the machine off and then on again. It is enough to choose **Restart the computer?** in the **Shut Down Windows** dialog box. Try this now.

Choosing **Restart the computer?** is almost the same as switching it off and on again. You save a little time as the hard disk does not have to stop spinning and then start up again.

If you hold the **Shift** key down while choosing **Restart the computer?** in the **Shut Down Windows** dialog box, only Windows will be restarted. In this case, you do not need to wait for the computer to run a system test.

Exercise 2: Basic terminology

Desktop elements (objects)

In this section we will take a closer look at the objects you (probably) have on your desktop. Different types of installation will have resulted in different objects appearing, so if there are some elements on your desktop which I do not cover here you will hopefully learn some techniques in this booklet which help you find out what they do.

Important objects on the desktop

The **My Computer** object lets you see the contents of your computer (see page 29).



If you are connected to other computers in a network, **Network Neighborhood** gives you access to them.



The **Recycle Bin** has an obvious function. Files you no longer want can be put here. Just like an ordinary rubbish bin you can consider the Recycle Bin as a kind of temporary store, from where you can retrieve dumped objects if you change your mind. The files placed here are only actually deleted from the computer when you empty the bin.



Other objects

You may not have the **My briefcase** object installed on your computer. This program is designed to help you swap information between computers without a network, typically between a desktop and a portable computer. The program can be removed or installed using the installation program (see p. 59).



The **Internet Explorer** icon points to what is called a 'Browser', which is a program used to display World Wide Web pages from the Internet.

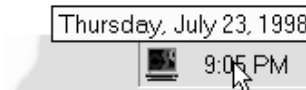


The **Outlook Express** icon points to an e-mail program which lets you send and receive electronic mail via the Internet or an internal network. You can add and delete icons on the desktop yourself. Later in the booklet I show you how to remove this and other objects from your Desktop..



The Taskbar can do far more...

than just let you start programs on your computer. At the right side of the Taskbar you will see various symbols. They show you which programs are started automatically when the computer is switched on. On a new computer it might look something like this:



The little digital display shows the time according to the computer's internal clock. Try *pointing* the mouse at this digital display for a moment without clicking. Is the date correct? (You will see how to change the clock's settings on page 56).

Quick Launch

The little area next to the Start button on the Task bar is actually a small toolbar. Clicking on a program's icon on this **Quick Launch** area will start the program immediately.



You can add and delete shortcuts on the **Quick Launch area**, which we will try later.

Win95: There is no Quick Launch area

Dragging...

an object on the desktop with the mouse is an easy way to move it around to change its position.

1. Point at the **My Computer** icon.
2. Hold the left mouse button down *while* you move the mouse to the right (or whichever direction you want).
3. **My Computer** 'sticks' to the mouse pointer as long as you hold the left button down. When you have moved it where you want, release the mouse button.
4. Move Recycle Bin to a new position on the desktop in the same way. Try with other objects a few times until you feel totally confident doing this..

Windows

A program always starts in its own *window*. This window is situated over the desktop. You can move it, and change its size, as you want. A window can be distinguished from a dialog box in that you cannot change the size of a dialog box. Let us look a little closer at a program window.

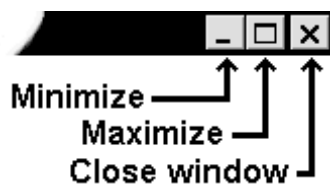
1. Open the program 'Solitaire' by clicking the **Start button** and pointing at **Programs|Accessories|Games**.
2. Click on the **Solitaire icon** (program).

The Title & Menu bars

The top most line in all windows and dialog boxes is called the *Title bar*.



On the right-hand side of this title bar are three buttons. The left most button minimizes the window. The middle button maximizes the window, while the button to the right closes the window (in this case the **Solitaire** program).



If the size of a window cannot be altered, it will only have a button for closing the window.

1. Click on the button to **maximize** the **Solitaire** window.
2. The button icon changes appearance, and clicking on it will **Restore** the window to its previous size. Click on the **Restore** button. The window returns to the size it had before it was maximized.
3. Now click on the button to **minimize** the window. It moves down to the Taskbar. The program is not switched off, it is just 'packed away' (in the background).



4. Click the **Solitaire** button on the Taskbar, and the program is displayed in a window the same size as it was before you minimized it.
5. Repeat this exercise a few times until you are completely comfortable with these buttons.

If you double click on the title bar of a window it maximizes. Double clicking on the title bar of a maximized window restores it to the size it had before it was maximized.

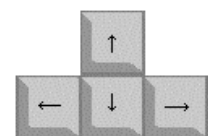
The menu bar is also a part of every window, and is essential when you want to choose one of the program's functions.

1. Click on the **Game** menu. A drop down menu is displayed under the menu.
2. Point at the **Deck** menu and click.
3. Click on a new pattern for the back of the cards and click on **OK** to choose it and close the dialog box.

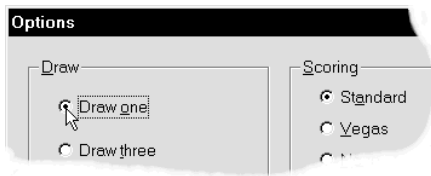


Notice the underlined letters on the menu points. These are used for choosing these functions using the keyboard. Hold the **Alt** key down while pressing 'g' (shown as **Alt+G**) to open the **Game** menu. Now release the **Alt** key. Press the underlined letter to select a menu point, such as 'c' to choose **Deck** on the game menu.

You can activate the menu bar without choosing a menu by pressing the **Alt** key. Use the **Right arrow** key to move to the right, and the **Left arrow** to move to the left on the menu bar. Press the **Down arrow** to open a menu.

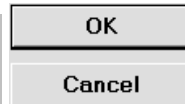


1. Open the **Game** menu and then the **Options** menu.
2. In the dialog box which appears, click in the field marked **Draw one**. Notice that a small black dot shows that this field is chosen. You do not have to remove the dot in the **Draw three** field – only one field can be chosen at a time in each area of the dialog box. Such a field is called a **Radio Button**.



3. Notice the black border around the **OK** button. This shows that it is in 'Focus'. This means that all you have to do is press **Enter** to select it. Do that now to accept the new setting and close the dialog box.

All dialog boxes have buttons to close or cancel them. One of the buttons will always have focus. The top button in this picture has the focus. To select it, just press the **Enter** key.



Clicking on the small icon to the left on the title bar opens the programs **Control menu**. The items on this menu are the same as the buttons on the far right of the title bar.



Notice the keys used for closing a program: **Alt+F4**. These keys can be used in all Win98/95 programs.

The **F1, F2...F12** keys are called Function keys, and are situated above the letter and number keys on your keyboard.

Working with several windows simultaneously

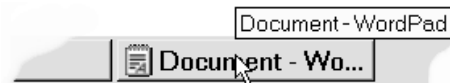
One of the great strengths of Windows is that you can work with several windows on the screen. Win98/95 has made this easier by introducing the Taskbar. We need to open another program to see the advantage of the Taskbar:

1. Click on the **Start button**.
2. Point at **Programs|Accessories** and click on **WordPad**.
3. The program starts, and you should maximize it (click on the **Maximize** button). It now covers the entire desktop.



The **Solitaire** window is now hidden behind the WordPad window. The Taskbar however shows that both programs are open.

When Win98/95 cannot show all the text on one of the Taskbar program buttons, all you have to do is point at the button for a moment:



Moving between open programs

When you have several programs open you can move between them by clicking on the program button on the Taskbar.

1. Click on the **Solitaire** button, and maximize the window.
2. Click on the **WordPad** button.

You can easily work with several programs simultaneously without getting lost by using the Taskbar.

When windows are not maximized you can quickly move between them by clicking on the window you want. The windows swap places automatically leaving the active window on top.



A right click...

with the mouse means that you point at the object with the mouse, and then click on the right mouse button. This button is often used in Win98, and opens an menu for the object you right clicked. The computer world uses the word 'objects' a lot. All the elements you see on the desktop are called objects, so the menu attached to a particular element is called its 'object menu'.

From now on, a click with the right mouse button is called a **right click**.

1. Point to an empty space on the Taskbar and right click.
2. Choose **Minimize all windows** on the object menu (click on the menu item using either the left or right mouse button).



All open windows are now minimized, no matter what size they were. This is a great way to tidy up your desktop, don't you think?

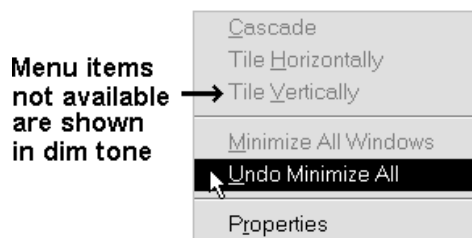
1. Right click the desktop. The object menu appears again, but this time contains menu items which are relevant for the desktop. Choose the menu item **Line up icons**.
2. The Desktop icons are arranged according to an invisible grid. They are placed in tidy vertical and horizontal rows.



Menu points...

which can not be selected now are shown with a dimmed tone:

1. Right click the Taskbar. The menu point **Minimize all windows** is dimmed. Try clicking on it...nothing happens.
2. Instead choose **Undo minimize all**, at which all the windows are restored to the size they had before they were minimized.



You will find that some menu items in an object menu are replaced by different ones while you are working. This is the method used by the program to make sure that you always gain quick access to menu points which are exactly relevant to the work you are doing. Keep an eye on the menu point **Undo minimize all** on the object menu of the Taskbar:

1. Right click the **Taskbar** and choose **Tile windows horizontally**.
2. Now try choosing **Tile windows vertically** followed by **Cascade** on the object window. Swap between these menu points a few times. The **Undo** menu point follows your choices, but note that only the last choice can be undone.
3. End by minimizing all windows before you continue.

You can change the size of any window, and all windows have menu items. If you open a menu all you need do is click on another to close the first and open the new one.

But if you open a dialog box, it has to be closed again before you can move to another window or do anything in the program. You cannot choose any menu points or use shortcut keys while a dialog box is open.

Click on the **Show Desktop** button on the **Quick Launch** part of the **Taskbar** to minimize all windows.

This facility is not available in Windows 95

I suggest...

that you work with program windows maximized, and use the buttons on the Taskbar to move between open windows – or even better:

Press **Alt+Tab** to move between open programs. Hold **Alt** down, the first press on the **Tab** key displays a window showing all open programs. Continue holding down **Alt** while you press **Tab** until the black frame marks the program you want. Then release **Alt**.



Win98/95 remembers which program you were working on last and makes sure that a single press on **Alt+Tab** will select that program. This function makes it very simple to move between two programs – smart. I suggest that you practice using **Alt+Tab** with your left hand when you want to move between open programs.

We will try this method in the following exercise. I assume that you still have **WordPad** (or Word) open:

1. Let us imagine you write a letter in **WordPad** describing your home's size and layout. Write the following text:

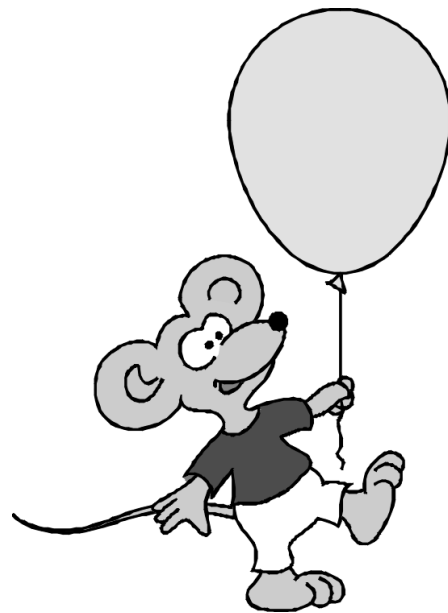
My living room is nice and big, 7.5 x 4.5 meters to be precise, equal to an area of |

2. You need to work out the area of your lounge. Start Windows own calculator by choosing **Start|Programs|Accessories| Calculator**.
3. You can either click on the calculator's numbers, or type them in directly using the keyboard: **7.5*4.5** followed by **Enter** (equivalent to =). The multiplication symbol is the asterisk (star), which is easiest to enter using the numerical keyboard on the right of your keyboard. The result is 33.75.

It is easiest to enter numbers using the numerical keyboard on the right side of the keyboard. As well as numbers, there are keys for multiplication (*), division (/), addition (+) and subtraction (-), together with a decimal point (.) and **Enter**

1. Move to **WordPad** by pressing **Alt+Tab** once. Win98/95 remembers that this was the previous program you were using. Now type **33.75** and press **Enter** to insert a new line.
2. Continue writing:
My kitchen, on the other hand, is quite small, to be precise 3.25 x 4 meters, which equals an area of |
3. Move to the **Calculator** using **Alt+Tab**. Type the calculation, return to **WordPad** and write the result (**13**).
4. Return to **Calculator** and close the program before continuing.

It is important that you feel relaxed about using the mouse and its functions. We will look closer at the mouse in the next section.



Exercise 3: The Mouse

Techniques and training

No matter how you look at it, Win98/95 is designed with mouse use in mind. However it is still worth remembering that computers were invented long before the mouse, and that even in the beginning they could be used for large, complicated tasks. The mouse should always be a help! It must never become a 'necessary evil' of your everyday work. That simply makes using a computer a form of torture. It is very important to keep the computer in its place as a tool. It should be adapted to your needs and working routines, not the opposite. Far too often you will meet procedures which have been designed to fit the computer's functions. By now there are many users whose bodies are the painful evidence that too much use of the mouse can damage the fingers, wrists, arms and shoulders. But there are some tasks which are best carried out using the mouse, so you will not be able to ignore it completely.

Are you sitting comfortably??

It is important that you are sitting comfortably and relaxed while you work. In the booklet 'Make friends with your PC' Johan-Christian Hanke describes how you should sit in front of the computer. You should pay particular attention that you can use the mouse without straining your hand, arm and shoulder. I will use a few practical exercises to revise and further explore the use of the mouse. If you already feel that you are a mouse expert then just skim through these pages.

Click

Try this on your own computer. I assume that you have not changed Windows standard color scheme:

1. Click the **WordPad** button on the Taskbar.
2. Close the program by clicking on the **Close** button at the far right of the title bar.
3. Click the **Solitaire** button, then click the **Restore** button on the title line. The window is now displayed in its original size.
4. Now click on an empty space on the desktop next to the **Solitaire** window.
5. The title bar on the **Solitaire** window changes color and shows that the program no longer has the focus.
6. Click on the **My Computer** icon (or another icon if its not visible). It turns blue which means that it has the focus (is selected).
7. Click **Recycle Bin**. Now **My Computer** is no longer selected, but the **Recycle Bin** becomes the selected object.
8. Click anywhere in the **Solitaire** window to give it focus again.

A click on a button in a window or dialog box makes something happen (a window closes or maximizes, etc.), while a click on a menu opens it. A click on a object on the desktop gives it focus (but nothing further happens).

Double click

You can do many different things with every object in Win98. But for each one, Microsoft has defined one action as the most obvious. For example, the most natural thing to do with **My Computer** is open a window which will let you see what your computer contains. The obvious thing to do with the **Recycle Bin** is show what it contains and so on.

The most obvious thing to do with a letter you have saved on your Desktop is open it in the program you used to write it. You carry out the most obvious action with an object by double clicking it, like this:

1. With **Solitaire** remaining open on your Desktop, point at **My Computer** and click twice, rapidly one after the other, with the left mouse button. The window shows you the contents of the computer.
2. Close the window. We will return to it later.

A Double click is used to start a program and/or open a window. When a program or a window is open you activate buttons or menus with a single click.

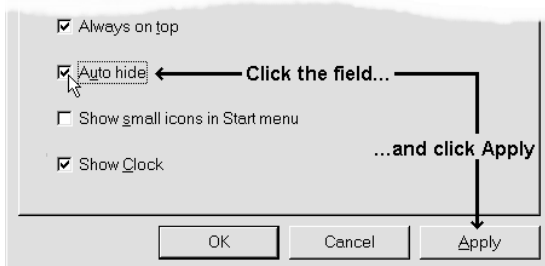
Right click

When you want to do something with an object it is an advantage to use its *object menu* (often referred to as a shortcut menu). The menu items you see on the object menu when you right click depends on the sort of object you clicked. All objects have their own specific properties, so this item – properties – will usually be on the menu.

1. Right click the **Taskbar** and click on the **Properties** menu item. The dialog box has two tabs, which is a smart way of cramming lots of information into a single dialog box:



2. Click on the **Taskbar Options** tab. The **Always on top** field will be selected, an option I recommend you retain. This ensures that the Taskbar is always visible, even though you may have maximized a window. The next option **Auto hide** is fun. Click in the field, then click on the **Apply** button to see what effect this choice has, without closing the dialog box (unlike pressing the **OK** button).



3. The Taskbar disappears. Now try pointing the mouse at the bottom of the window, where the Taskbar was before. It reappears. This gives you a little more working area, but you can still get to the Taskbar easily.
4. But we want to work with the Taskbar visible, so click on the **Auto hide** field again to remove the check mark and click **OK** (or press **Enter**).

Drag

To drag with the mouse means that you hold the left mouse button down *while* you move the mouse over the mouse pad.

1. You can move a window or dialog box by 'grabbing' the title bar and *dragging* it with the mouse.



2. Grab hold of **Solitaire's** title bar and drag the window to the right on the screen.
3. Choose the menu point **Game|Deck** and drag this window to the left on the screen.
4. Choose a new pattern for the back of the cards and click on **OK**.

Gymnastics with the mouse

Let's return to Solitaire and practice these various clicks and dragging techniques before exploring Win98/95 any deeper.

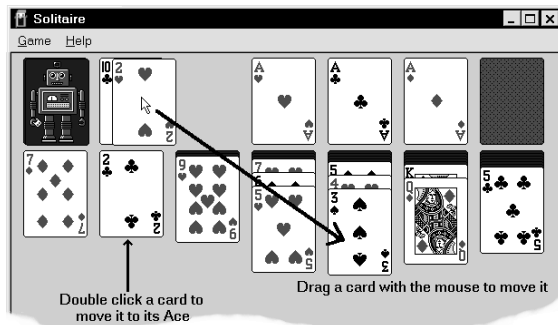
Has it been a long time since you played Solitaire (sometimes known as Patience)? The idea is that you place cards in a vertical row, in descending order – starting with the king – but alternately red and black. A black eight is placed on the red nine, and then a red seven is placed on the black eight, followed by a black six and so on. The Aces are placed at the top right, and the game finishes when you can place all cards of the same suit on the Aces in ascending order.

1. Find a card which can be put on another card.
2. Point at the card and drag it into its new position. Release the mouse button. If you misplace a card it will 'fly' back to its original position when you release the mouse button.
3. Continue with more cards. You do not have to place the cards in exactly the right place, release the mouse button as soon as the card 'touches' the card it should be placed over.

When you get stuck and cannot move any more cards...

1. ...click on the pack of cards to the top left. A new card turns over face up. If you can use it, drag it to its new place.

2. Instead of dragging the Aces into position, all you need to do is double click them. When you want to move a two over an Ace of the same suit, just double click the two, and it will 'fly' to its Ace.



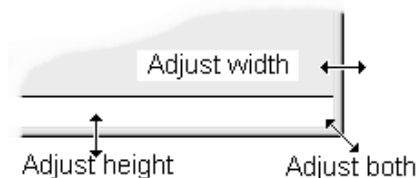
Continue playing until you feel comfortable dragging, clicking and double clicking. If you get stuck and cannot use any further cards from the pack, you can start a new game with the **Game|Deal** command.



The **Game|Options** lets you specify how many cards should be turned over when you click on the pack, among other things.

The window's size...

can be changed freely. When the edge of the window is touched by the mouse pointer, its appearance changes to a double arrow. If you place the mouse pointer over the corner of a window it again becomes a double arrow, but this time inclined at 45 degrees.



1. With the mouse pointer on either the left or right edge of **Solitaire's** window, drag it with the mouse to left or right. When the window has a suitable width, release the mouse. Note that only the width can be adjusted.
2. Drag the bottom edge of the window. Now only the height of the window can be adjusted.
3. Drag one of the corners, and adjust both height and width with one action.
4. Click on the **Maximize** button.
5. Click on the **Restore** button, and the window returns to the size it was before it was maximized.

In some windows, like WordPad's, the area used for adjusting its size is shown like this.



Some programs retain the same size the next time you start them. **Solitaire** always starts in a standard window size, no matter how large the window was when you closed it. Let us check how WordPad reacts:

1. Close **Solitaire** and start **WordPad** (**Start|Programs|Accessories|WordPad**).
2. The program starts in a maximized window. Restore the window size and drag it smaller. Close the program.
3. Start **WordPad** again. Its window is the same size as it was when you last closed it.
4. Let **WordPad** stay on your screen. We will be working with it in the next section.

Exercise 4: Windows Help

The wonderful thing about the Windows help function is that when you can use it, you can get help in any program you work in, as the method is always the same.

Though the Help function works in the same way in Windows95, its appearance is radically different to the newer Win98 version. Where there are great differences, these are described in the text.

We will look for some help for the **WordPad** word processing program:

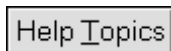
1. Maximize the **WordPad** window.

2. Choose the **Help|Help Topics** menu command (or press **F1**) to get help for the program or dialog box you are working in:

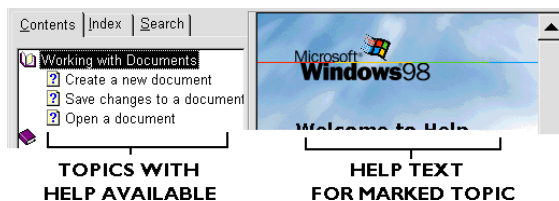


The **Help** dialog box contains three tabs and the help text is always shown in the right half of the window:

1. When you click on a topic, the **Help** dialog box disappears and a help text is displayed which you can follow point by point. The window stays on top of the screen while you carry on working so you can follow the help text.



2. You can always return to the **Contents** dialog box by clicking on the button **Help Topics**.
3. Instead of selecting a subject and then clicking on the **Display** button, all you need to do is double click the subject.

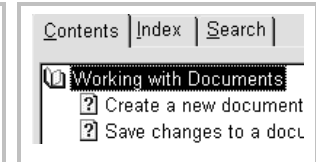


The **Contents** tab gives general instructions for using the program:

If the **Working with documents** topic is not selected, then select it now by clicking on it.

When you point with the mouse at a topic on the left side of the window, the text is highlighted in color, an underline appears and the mouse pointer changes to a hand. Click on the topic to get help.

Every time you click on a new topic, the right side of the window displays the relevant help text.



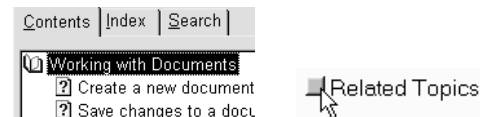
The 'book' next to the menu point is 'open', and its contents are shown as three icons representing 'pages'.



1. Click on **Create a new document**.
2. The relevant Help text is displayed in the right side of the window.

An underlined word shows that there is more information available about it. When you move the mouse pointer over it, it changes to a hand. Click to get more information.

3. Green underlined text shows that there is more help available for these subjects. The mouse pointer changes to a hand when you point to the green text. Click on the green text **copy** to read more about copying.



4. At the bottom of the dialog box you will see a little square button with a caption **Related Topics**. Click on this button and then double click on the topic you want to learn about

If the **WordPad Help** window takes up too much space, then you can close the left side by pressing the **Hide** button on the toolbar.

The caption then changes to **Show**. Click it again to display the search topics in the left pane of the window.

- Click the **Working with text** 'book'.
- Click on the **Undo your last action** topic.
- You can print the topic by clicking on the **Options** button, followed by the **Print...** menu command. You can choose between printing only the text shown in the right pane (the 'page') or all the topics contained in the 'book' chosen in the left pane. When you have made your choice, click the **OK** button, then **OK** again in the next window. If you have more than one printer, you can choose which one to use here.

The **Index** tab lets you look for help for a specific word.

Click a word in the long list, or type in the first letters of a topic you need help on in the field above the list, as here:

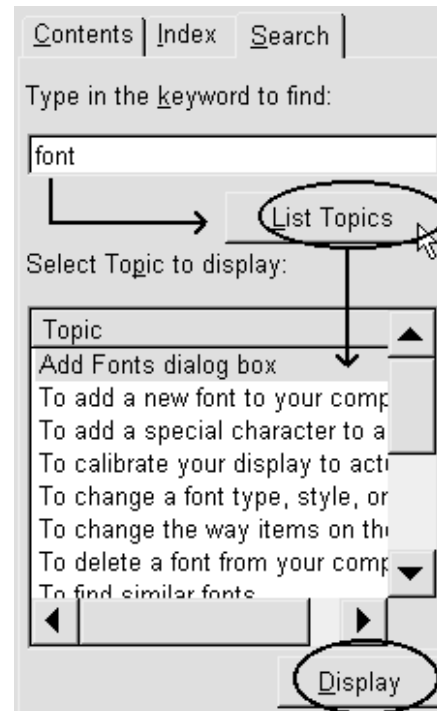
- Click in the field above the word list and type 'u'. The Help function immediately moves through the word list to the topics beginning with that letter. If you want to make your search even more precise, type in more letters, for example, 'un' finds help about 'underlining'.
- Try using other letters.
- Select the topic you want to read about by clicking on it to see the help text to the right of the window.

This function, when the program searches for topics according to the initial letters you type is called 'Speed search' and can be used in most dialog boxes in Win98, Win95 and other Windows programs in general.



The **Search** tab lets you search with the text of the various help topics, instead of the headings, as in **Index**. You can also search for sentences

- Click on the **Search** tab.

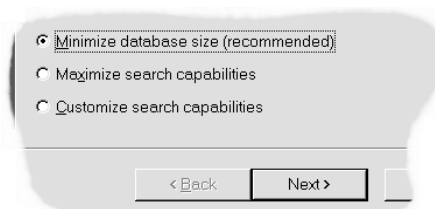


- Now you can search after your choice of words. Type the word 'font' in the **Type in the keyword to find** field:
- Now click on the **List topics** button to display a list of all the topics containing the word 'font' in the **Topic** field.
- When you have marked the topic you want to see, you have to click on the **Display** button to view the help text itself in the right window pane:

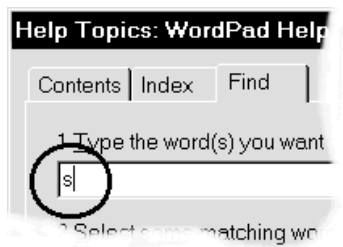
As you can see 'speed search' does not work here.

Win 95: The **Search** tab allows you to look for a word or string of words in the help program even more freely.

- Click on the **Search** tab.
- The first time you choose the **Search** tab, it will start a 'wizard' to install the necessary information. You will find wizards throughout Win95. All programs have a help function installed together with the program, but is not ready for use until you select the Search tab for the first time. The first step of the wizard contains three different fields to choose from:

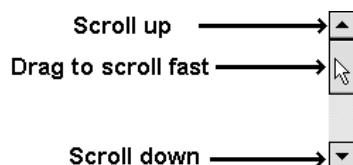


3. You can either click on the text or in the round field, but you can only select one field at a time.
4. Choose the **Minimize database size (recommended)** then click the **Next** button.
5. As this step of the wizard points out, it can take a few minutes for the program to set up the word list. But in small programs like this it will usually only take few seconds. Click on the **Finish** button.
6. When the program is ready you can search for any word you want. In the field marked **1. Type the word(s) you want to find** type 's':



As you can see 'speed-search' also works on this tab. The words found are shown in field 2. **Select some matching words.**

The list of topics is fairly long. When a list is longer than the field can display, a *scroll bar* appears to the right of the field:



A Scroll bar is always displayed when a window or field contains more information than can be shown immediately.

In this case it is only appropriate to be able to scroll up and down, and so only a vertical scroll bar is displayed. However, the left pane contains lines of text which are longer than the window can show, so a horizontal scroll bar appears here as well:



1. Now type 'Undo' in the **Type in the keyword you want to look for** field. This only results in seven topics. The scroll bars are no longer necessary, so they disappear.
2. Click on the first topic **To cancel your last action within a progr...** and click **Display**.



You can go back to the previous help texts by pressing the **Back** button on the toolbar. So if you have clicked the **Display** button for 10 different topics, all you need to do to move between them is keep pressing the **Back** and **Forward** buttons.

You can alter some of the ways your Help program behaves as follows:

1. Click on the **Options** button. Several of the menu commands are the same as the other buttons on the Toolbar.



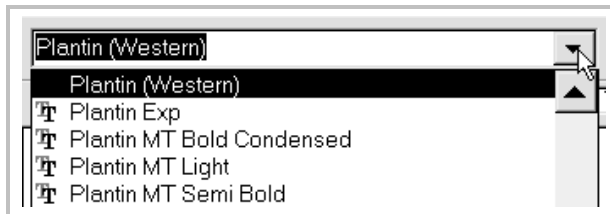
2. Click on **Highlighting On**.
3. Choose a new topic and click on **Display**. All the instances of your search word within the help text (right hand pane) will now be highlighted.
4. Click on the **Options** button again. The menu command has now changed to **Highlighting Off**. Click on it. All highlighting is removed from the Help text. Close **WordPad Help**.

What's this??

When you don't know a program particularly well, and are unsure what a particular function does or is called (often the situation when you need help), then you can use the method described here:

1. Click on **Format|Font** in WordPad. The **Font** dialog box opens. This lets you alter the appearance and color of your characters.

You can alter the appearance of your characters (choose another font) directly on the toolbar:

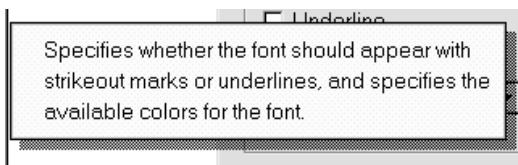


If you want to alter several things at once it will save you time to open the **Font** dialog box.

2. You can get direct help for each field in the **Font** dialog box by right clicking on it. The Strikeout and Underline fields are what are called 'Check boxes' and can be switched on by clicking on them (or on the text to the right of the box) so a cross appears in the box. Clicking on them again removes the cross and switches them off.
3. Right click the **Underline** check box.

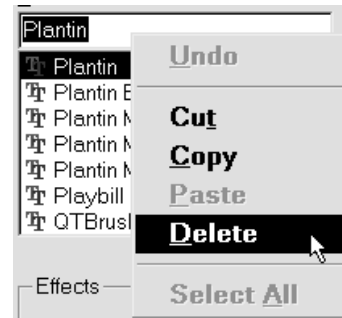


4. Click (with the left mouse button) on **What's this?**.



Right click on another field to get help for it. Try it now!

5. When you right click a field which you can type text or numbers in, the object menu displayed gives you far more choices (it is a 'normal' object menu), but does not give help. Right click on the text above the field to get help for it:



In this illustration I have right clicked the **Font** field in the dialog box.

6. Click using the left mouse button anywhere in the dialog box to close the help text box.

'?' Help

You can also get help using another method:

1. Click on the little button marked with a question mark to the far right of the title line: 
2. The mouse pointer changes to a small question mark, the *Help pointer*. Clicking on any object with this pointer will display the help text associated with that object.
3. Close the **Font** dialog box by pressing the **Cancel** button or pressing the **Esc** key.

The **Esc** key (escape) closes (cancels) a **dialog box**. It is often easier to press this instead of taking the mouse and pressing the **Cancel** button.

Close **WordPad** (remember that the **Alt+F4** keys can be used in all Windows programs).

It is a good idea to train yourself to use the right mouse button regularly. This will get you into a habit which will save you masses of time and problems.

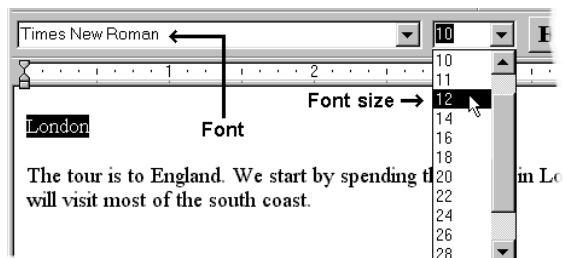
Exercise 5: Creating more files

We are now going to create some more files on the desktop. But first, our letter **London** should be re-written to be more exciting and interesting.

1. Double click on the **London** icon on your desktop.
2. The cursor is placed at the beginning of the document. You can move the cursor around by using the arrow keys, or by clicking the mouse where you want it positioned. Now use the arrow keys to move the cursor to the end of the document.

To move the cursor to the very end of the document text, press **Ctrl+End**.
To move to the beginning of the document, press **Ctrl+Home**. If you want to move quickly to the beginning of the line where the cursor is, press the **Home** key. Similarly you can move to the end of the line with the **End** key.

3. With the cursor at the end of the text, press **Enter** twice to insert two new lines.
4. Click on the **Date/Time** button on the upper toolbar, then choose a date format by clicking on it. 
5. Click **OK** or press **Enter** to insert the date and close the dialog box. 
6. Click on the **Align right** button to move the date to the right side of the paper.
7. The word **London** is a heading, and should be written with large text which stands out. Before you can format text it must be selected. You can drag the cursor over the word **London**, but this needs a little practice. The easiest method to select a word is to double click it.
8. With **London** selected, choose the character (font) size to be 12 points and click on the **Bold** button. If you want, you can also choose another font while the text is selected. 



Text must be selected before you can change its appearance. A word is selected with a double click. A line is selected by starting the selection to the left of the text and dragging along the entire line. An entire paragraph is selected by clicking three times on a word in the paragraph.

Let us try formatting some more words now:

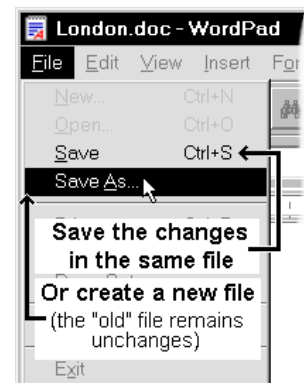
1. Select **United Kingdom** and click the **Italic** button. 
2. Select the words **London, the capital** (drag the mouse over all three words) and click the **Bold** and **Underline** buttons.
3. Select the date in the last line and use the **Color** button to choose a suitable color for it. 

The changes in the letter should now be saved since we don't want to make another copy of the file, just save the changes in the same file:

1. Click on the menu **File|Save** or use the **Save** button on the toolbar. 

When a document (file) is saved for the first time, the **Save as** dialog box will be displayed.

As soon as the file has been named, changes can be quickly saved using **Save** (press the **Ctrl+S** keys). If you want to save the changes using a new name, to leave the original file unchanged, then choose **File|Save as** and write a new name.



We want to write a couple more letters:

1. Choose **File|New**. A dialog box asks what sort of file you want to create. Accept the suggested **Word 6 document** by clicking **OK** (press **Enter**).
2. Type **Copenhagen** on the first line of the new document. Format the text to 12 point, **Bold** and **Center** it. 
3. Insert two empty lines (by pressing **Enter** twice), then type and format the following text:

Next we traveled to *Denmark*, whose capital Copenhagen is famous for the **Tivoli gardens**, **The Little Mermaid** and **Amalienborg castle**.

Instead of clicking on the **Bold**, **Italic** and **Underline** buttons, you can use the keyboard shortcuts **Ctrl+B**, **Ctrl+I** and **Ctrl+U** (pressing them again turns the function off). In general you can use **Ctrl** together with the letter you see on a button in all Windows programs.

1. Insert a further two lines (press **Enter** twice), and add the date, aligned to the right.
2. Save the document on your desktop under the name **Copenhagen**.
3. Create another document the same way with the following text:

Paris

In *France* we will visit that most wonderful of cities Paris and go to the top of the **Eiffel Tower**.

4. Add the date again and format the text as you wish.
5. Save the document on your desktop under the name of **Paris**.
6. Create one more document containing the following text:

Rome

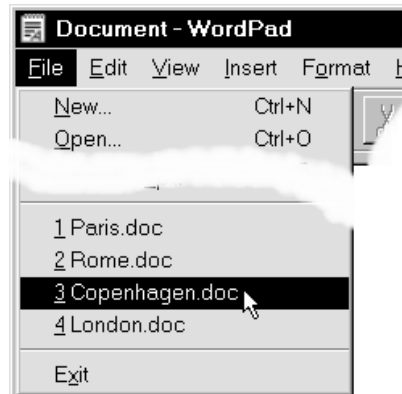
In *Italy* we will explore Rome's beautiful districts and see **the Vatican**.

8. Add the date as before and format the text as you want.
9. Save this document on your desktop under the name **Rome**.

The **?** and ***** cannot be used in file names as they are used to specify search criteria. See page 43 for more information about searching for files.

You now have four documents on your desktop. They are opened in the following way:

1. In WordPad, click on the **File** menu and choose one of the files shown at the bottom. The last four files you have *saved* are always shown here:



2. Click on **Copenhagen** to open it. WordPad can only have one file open at a time, so **Rome** closes and **Copenhagen** is displayed.
3. Select the word **Amalienborg** and press the **Delete** key. Type the word **Rosenborg** (this is another famous castle in Copenhagen). Notice how the word **castle** moves to the right as you are typing.
4. Save the changes in the document by pressing **Ctrl+S**.

5. Now open the **Paris** file and add the text:

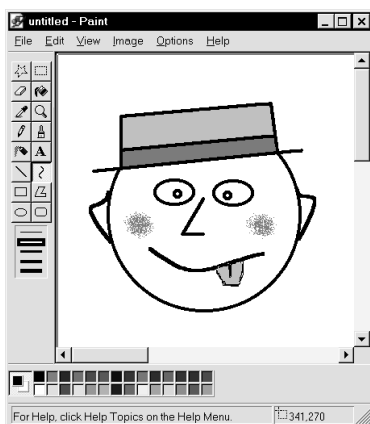
We shall, of course, also see the **Arc de Triomphe**

6. Choose **File|Save as** and type **Paris new** in the **File name** and press **Enter**.
7. Close **WordPad**. Now you have five files on your desktop. All the icons for the files look the same.

Creating a drawing...

using the Microsoft Paint program, lets you practice how a graphic/picture manipulation program works. I will give you an outline of the general principles, enough to get you started so you can carry on playing and learn more yourself:

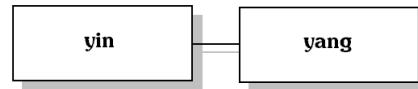
1. Choose **Start|Programs|Accessories|Paint**.
2. In **Paint** the mouse is indispensable. Using the tools from the left side of the window, and the colors from the palette at the bottom you can draw very effectively, but it needs some practice.
3. Click on the **Pencil** button. The big white field is the paper you can draw on. Hold down the left mouse button while you draw a line. As you will soon find out, freehand drawing is not easy. Using the different tools available from the toolbox to the left makes it a little easier. Here I have drawn a self portrait (my wife says it is a pretty good likeness):



5. Click on one of the colored fields at the bottom of the window to paint in another color. If you choose the **Line** or **Curve** tool you can also change the thickness of the line.
6. When you choose the **Airbrush** tool you can specify both thickness and color for your spray. Keep the mouse still with the left mouse button held down to increase the density of the paint coverage. Experiment with different colors and sizes.
7. When you want to draw squares or circles, hold **Shift** down while you draw the shape.



8. When you have drawn something, like a self portrait, it should be saved on the **Desktop**. I have called my file **Portrait**.
9. Choose **File|New** to start a new drawing, and use the help program (**F1**) to find out more about individual tools and functions.
10. You can mix text and drawings to create charts like this little organization diagram...



11. ...or a logo for a visiting card:

The Pyramid Company Inc.
of
Denmark

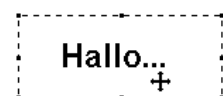
When you want to add text, you must first choose the text tool, and then drag out a frame where you want the text to be inserted. It takes practice to be able to position the frame correctly the first time.



*When you have typed the text, it can be moved using the **Select** tool. Drag a frame around the text to select it.*



Then point inside the frame and move the text object by dragging using the mouse.



12. Save your drawings on the desktop so you have three files created in **Paint**. It is not important what you draw, as long as you have three files to work with as you progress through the booklet. Here are my three files:



Logo Portrait Organization

The files have a **.bmp** (bitmap) extension. All programs can read and understand bitmap files, and Win98/95 uses them for many purposes, like icons for button and as background for the desktop.

Exercise 6: Working with objects

A right drag...

is using the mouse to drag holding the right mouse button down, and is often used when you are working with objects. Let us take a look at the difference between a left drag and a right drag:

Close all programs. The only button on the **Taskbar** should be the **Start** button..

1. Hold the right mouse button down on **London** and drag it to one side, not far. Release the mouse button.



2. On the object menu, choose **Copy here**. The text under the icon shows you that this is a copy.
3. Make copies of **Copenhagen**, **Paris**, **Paris new** and **Rome** in the same way.

You do not have to be right on the icon to move it. There is an invisible 'sensitive' area around all objects in Win98.

When you right click, the mouse pointer must be over the object.

If you for example select **London** but then point at the Desktop and right click, the object menu for the Desktop opens.



The objects are making your Desktop look a little untidy.

1. Right click the **Desktop**. The Desktop object menu opens.
2. Choose **Line up icons** on the object menu.

Rename objects

You do not have to use the text that Win98/95 uses as a caption to an icon. Usually you can give an object a better description.

It is an advantage to use the **F2** key when you want to rename an object. Start by selecting the object, and then press **F2**.

1. Click on the copy of **London**.
2. Press **F2** to edit the text.
3. The text under the icon is automatically selected. Pressing any key makes the text disappear.



4. Type in a new name, for example:
5. You can use up to 232 characters...but I hope for your sake that you will not find it necessary to use quite so many!
6. Press **Enter** when you have written the text. Continue renaming the other copies of your files in the same way (repeat points 1 to 4 for every object). This is what my files look like after renaming:



Your icons might look different. It depends on Windows Explorer settings (see page 46).

When text is selected it is deleted automatically when any key is pressed – you do not have to press **Delete** or **Back delete** before writing new text.

Deleting objects...

from the Desktop can be done in several ways. We will try two of them, one with the mouse and one with the keyboard:

1. You delete an object by putting it into the Recycle Bin. Drag the copy of **London** to the **Recycle Bin** icon. The Recycle Bin should be selected when you release the mouse.
2. Put your copies of **Copenhagen** and **Paris** in the **Recycle Bin** using the same procedure.

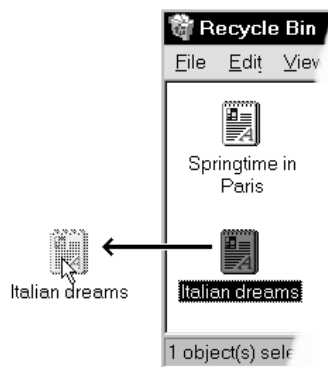


3. Recycle Bin
4. The Recycle Bin shows that it is full of paper (even if you only put one file in it).
5. Double click the **Recycle Bin** to see what it contains.
6. Click on the copy of **Rome** and press **Delete** on the keyboard. Win98/95 asks you to confirm that it should be moved to the Recycle Bin. Click on the **Yes** button or press **Enter**. The dialog box closes and the object is moved from the Desktop to the Recycle Bin.

When you put something in the Recycle Bin it is not deleted from the computer's hard disk. Picture the Recycle Bin as a **temporary store** from where you can retrieve your 'archived' files.

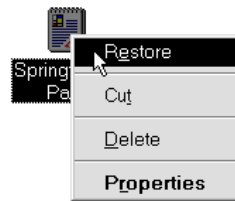
Undo delete

The elements you have just deleted are visible in the **Recycle Bin** window.



1. Take hold of the copy of **Rome** using the mouse, and drag out back out onto the Desktop.

If the Desktop is covered with other windows, you can undo the deletion by:



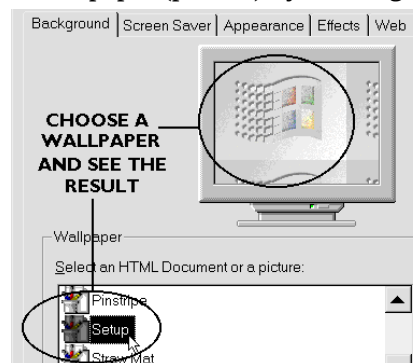
1. Right click one of the other copies in the **Recycle Bin** and choose **Restore** on the object menu. The object will be sent back to the place it came from – in this case the Desktop.
2. Now put all your copies in the **Recycle Bin** and close its window.

Desktop properties

Right click on an empty area of the Desktop and choose **Properties** on the object menu.

The number of tabs can vary from computer to computer.

1. **Background** tab lets you change the background of your desktop dramatically. Choose a Wallpaper (picture) by clicking on it.

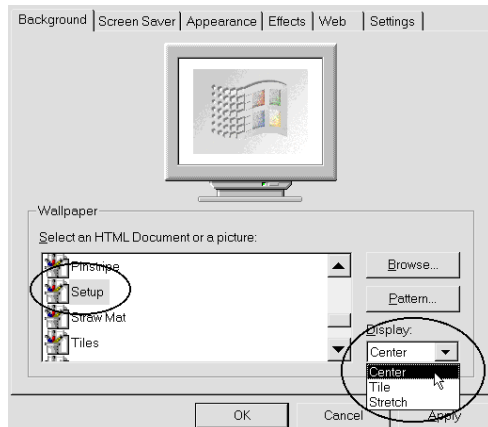


When you have clicked on a name in the **Wallpaper** field, you can use the arrow buttons to move among the patterns (the field has focus).

2. Any bitmap picture can be used as wallpaper. Here I have used a fine picture of an old bi-plane.



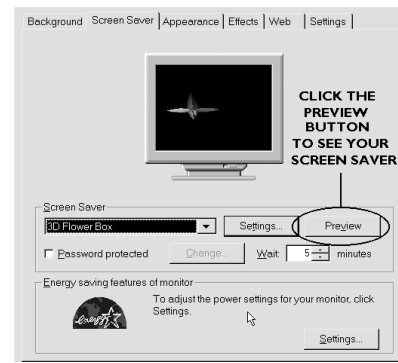
- Click on the **Apply** button if you want to see what the pattern looks like without closing the dialog box. If you don't like it, you can just choose another one.
- Most pictures cover the entire desktop, but if the picture is smaller than the screen, then you can also choose whether to center it, or repeat it side by side (tile). Choose the **1st boot wallpaper** and specify that it should be centered in the **Display** field:



- Now choose **Tile** and **Stretch** in the **View** dialog box, to see the difference.
Instead of wallpaper, you can choose a pattern as a background. Choose **None** (at the top) in the **Wallpaper** field.
- Click on the **Pattern** button (this button cannot be chosen while there is a wallpaper covering the desktop).
- Click on the **Edit pattern** button. Now you can create your own pattern using the marked pattern as basis. Click in the left field, called **Pattern** to add extra black or white dots. Click **Done** and **Yes** or **No** when asked if you want to save your new pattern.
- Click **OK** or **Cancel** to close the **Pattern** dialog box.

Win95: This tab has a slightly different appearance. You can choose both a pattern and a wallpaper, but the pattern will be hidden by the wallpaper.

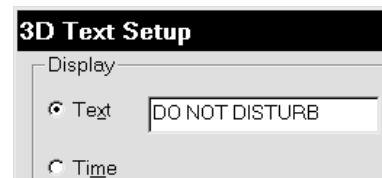
- Now click on the **Screen Saver** tab. This is where you can choose whether you want to let your screen display a moving picture after a certain number of minutes.



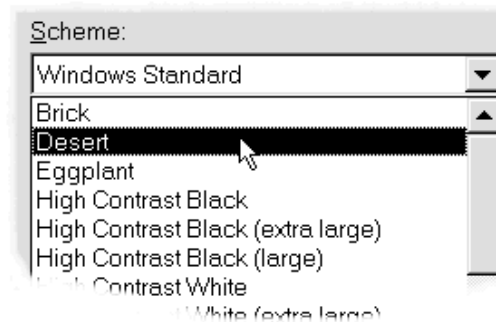
- In **Marquee** and **3D text** you can write your own text for the screen saver to show. Choose **3D text** and press **Settings**.

3D-Text is not available in Win95

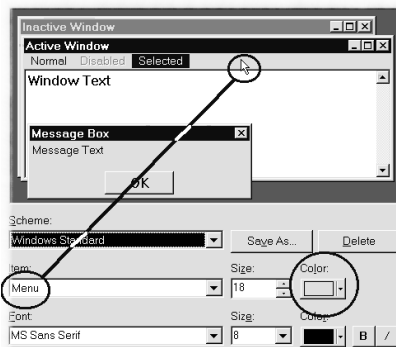
- Type your own text in the **Text** field, as here:



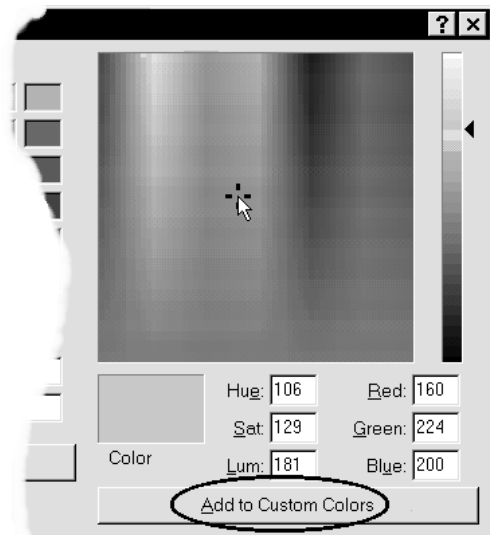
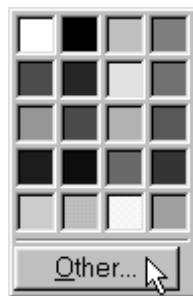
- If you want to write a longer text, then you will have to choose **Marquee** instead. Experiment with the different options in the **Marquee Setup** dialog box, and finally click on **OK**.
- Click on the **Preview** button to see your screen saver in action. Move the mouse or press a key when you have seen enough and want to return to the dialog box.
- Now click on the **Appearance** tab. This is where you can change colors and fonts for all elements in all windows.
- The **Scheme** field lets you choose between a number of pre-specified, built in color schemes.



13. Click on the **Apply** button to see the appearance of the different color schemes – in my opinion they are not all equally attractive,.
14. The **Item** field lets you specify precisely which element you want to change color...but then, you have to know what the different elements are called!
- So instead of choosing them in the **Item** field, click on the element itself in the large, center field. The name of the element is shown automatically in the **Item** field.



15. Choose a new color for the elements as you choose them.
16. If you don't think you have enough colors to choose between, click on the **Other** button.
17. Now you can find your own color by dragging the cross around in the color box, and adjust its strength by moving the little arrow up and down.
18. Clicking **Add to Custom Colors** defines your new color as a user defined color.



19. If you like your new colors, click on the **Save as** button and give your new scheme a suitable name, like **Over the top!**.
20. Finally, choose **OK** to close the dialog box and confirm your choices.

Changing the appearance of your screen is not something you do just for fun. It also has a lot to do with changing the strain put on your eyes if you work with a computer screen over a long period. Too long working with the same colors makes your eyes tired, leading to headaches and irritation.

So do yourself a favor. If you spend all day working with your computer, change the colors once in a while.

OK – how far have we come...?

You can now manage for a while without having to go any further in the booklet. But when you have written more letters and maybe used other programs and saved more files on your desktop you will need to put these files into a more ordered structure. The next section focuses precisely on this very important area. It may well seem difficult at first, but it is of paramount importance for all computer users.

I suggest that you give yourself plenty of time for the next sections, **My Computer** and **Explorer**, and maybe take them in small easy stages.

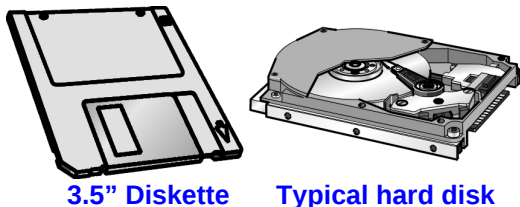
We will start by looking more closely at **My Computer** and some of the objects on the Desktop.

Exercise 7: My Computer

When you want to explore the contents of your computer, you can do it with the **My Computer** program, which lets you access all the components on your machine. When it starts, your computer knows nothing about itself. Everything must be read from some particular, vital, files located on the computer's hard disk. When a program starts, the computer has to read a great number of files containing information about the way that particular program works.

When you decide to print a file on your printer, again it is done using some special files (called printer drivers) which convert what you see on screen to a language the printer can understand. All of these actions take place with the help of many different files, stored on your computer's hard disk.

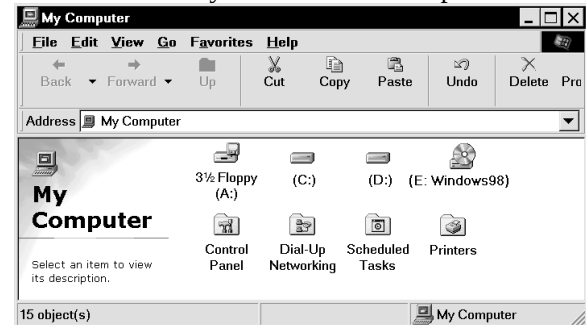
You can have several hard disks, and each hard disk can be divided up into several *drives*. The names given to these drives come right back from when personal computers first appeared: originally PCs came with two diskette drives and no hard disk. These two diskette drives were called drive A: and drive B:. When the hard disk was introduced, it was called drive C:. On modern computers there is only one diskette drive, drive A:, but the hard disk is still called drive C:



If you have several hard disks, a CD-ROM drive and maybe a tape drive for making backups of your data, these are called D:, E: and so on. In order to manage program files, and not delete, rename or move important files it is very important that you build up a disciplined and logical structure on your hard disk.

1. Double click **My Computer**.
2. The next illustration shows the drives on my machine, together with three folders. Your machine will at least have an icon for drive **C:**, one for a **3½ diskette (A:)** together with the three folders **Control panel**, **Printers** and **Dial-up Networking**.

I have set the appearance of the **My Computer** window so it should look like your computer. We will see how you can alter these options.

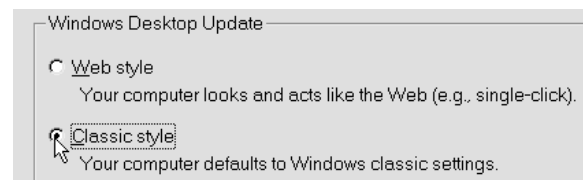


I have my Win98 CD-ROM inserted in the CD-ROM drive (E:), as shown on the caption to it. I have two hard disk drives (C: and D:).

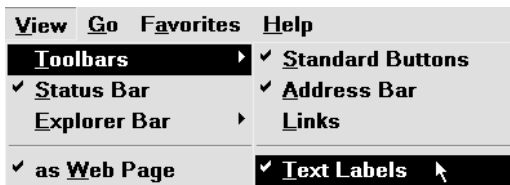
3. You can display objects in many different ways. Click on the **View** menu and notice the four points there: **Large Icons**, **Small Icons**, **List** and **Details**.
4. Try **Small Icons**. The information shown is the same, but there is space for more icons in the window.
5. Select your **C: drive**. The left pane of the window shows you how big the drive is, and how much free space you have available.
6. Choose **View|List**. This view arranges all the small icons vertically.

Choose **View|Details**. Now each element is displayed together with a mass of information. We will work with the window in this view.

7. Now we can see all the relevant information next to each drive, without marking them, there is no reason to display the left hand pane. Choose **View|Options**, then the **General** tab. Choose **Classic format** and click **OK**.



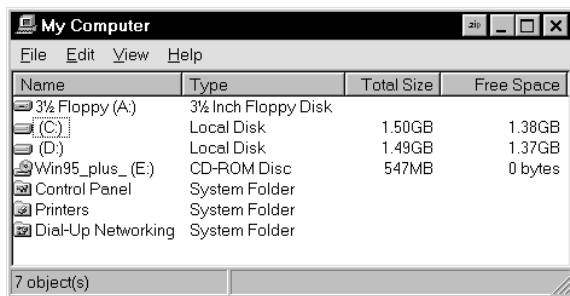
1. Lets us make even more space in this window. Choose **View|Toolbars** and click on **Text labels** to switch them off:



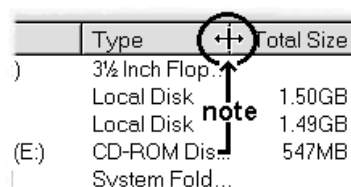
2. Now the buttons are not marked with text, but you can still see what each button does by holding the mouse over them for a moment.



3. We do not need the Address line at the moment. Choose **View|Toolbars** and click on **Address Bar** to switch it off. You can always switch it on again later. This is what my **My Computer** window looks like now:



1. If you're working on a network, a small hand icon by your computer's drives show that they are shared and can be read by other users.
2. This also applies for a desktop computer connected to a laptop computer using an ordinary cable. This lets you share data between the two as though you had a network, but without extra expenses.
3. Adjust the size of the window until it shows all the information it contains. You will see the physical size of your drives, plus the current free space on each drive – very useful.
4. If the text is too long to be shown, it will be cut off:



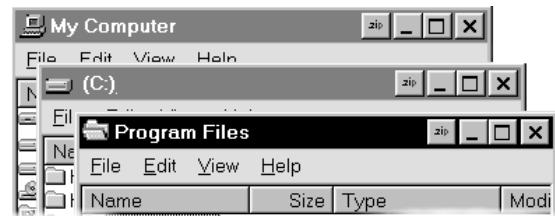
5. You can adjust the width of each column by dragging the right side of the field containing the column heading to the right. The mouse pointer should change to a double arrow before you start dragging (as in the illustration above).

It can be difficult to judge exactly how wide each column should be to fit the text. If you double-click instead of dragging when your mouse pointer is a double arrow, Windows adjusts the column to fit the text automatically.

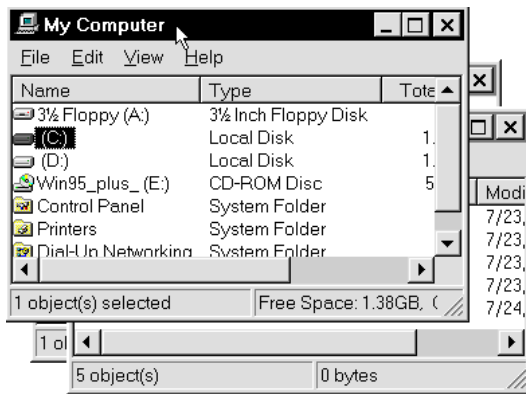
1. Notice that the objects are sorted in alphabetical order. If you click on the buttons above each column, you can sort them according to the column's contents:



- 2.
3. For example, clicking once on the column labeled **Free Space** sorts the objects in ascending order so that the drive with the least free space is shown at the top and the drive with the most free space is shown at the bottom.
4. Click on the button once more to sort them in descending order (most space at the top).
5. Double click on the icon for drive C: . Its contents are displayed in its own window.
6. Double click the **Program files** folder. Another window appears in front of the others. This way you can end up with a lot of windows before you are finished!

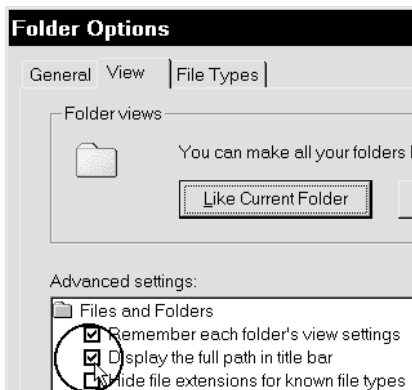


1. Notice that each window is shown as a button on the Taskbar. Click on them to move between windows, or click directly on the window you want if you can see it. Here I have clicked on the title bar of the **My Computer** window:



The title bar of the window shows its name. We opened the **Program files** window from the **C:** window. In other words the **Program files** folder is on drive **C:**, which is part of **My Computer**. It can be useful to see this relationship directly on each window's title bar.

1. Choose **View|Folder options** on the **Programs** menu and choose the **View** tab. Click in the **Display the full path in title bar** field



2. to make it active. Click on **Apply** and close the dialog box: Now the relationship is displayed:



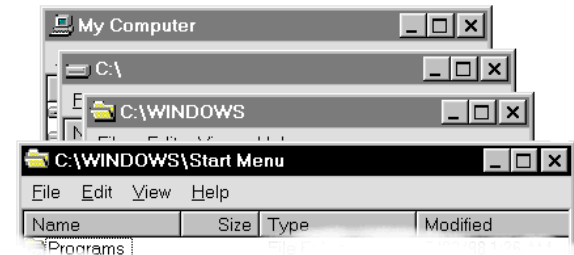
If a window is hidden by others, you can always click on its button on the Task Bar.

1. You can close any of the windows without affecting the others. But when you want them all closed it is a nuisance to have to do it one at a time. But here is a neat trick. Hold down the **Shift** key while you click on the **Close** button and the window you are in, and all



the windows you opened *before* that one will close. Click on the **C:** window to give it focus.

2. Hold **Shift** down and close the **C:** window. Both **C:** and **My Computer** close but **C:\Program files** remains open as it was opened *after* the windows you just closed.
3. Close the **C:\Program files** window.
4. Double click **My Computer** again. Double click **C:** then the **Windows** folder.
5. Double click **Start Menu**.



7. In the **Start menu** window you see all the programs from the Start menu (**Start** on the **Task-bar**).
8. Close all windows simultaneously by holding **Shift** down and clicking close on the window you last opened (**Start menu**).

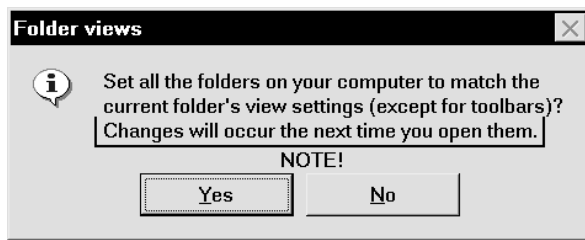
Remember that you can move a window by grabbing hold of its title line with the mouse and dragging. This works with all windows and dialog boxes in Win98.



All your windows look the same

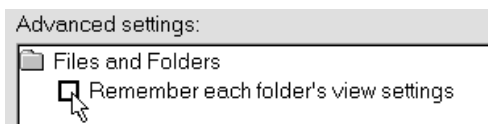
When you have set up a (for example) **My Computer** window to be displayed in a way you like, you will probably want all the windows you open in the future to appear the same.

1. Open the **View|Folder Options** menu and choose the **View** tab.
2. Click the **Like Current Folder** button:
3. A dialog box asks you to confirm your choice. Notice the text:



Now all windows will have the same toolbars, but the way folders and files are shown is still different from window to window. This we will change now:

1. Open the **View|Folder Options** menu again and choose the **View** tab.
2. In the **Advanced settings** field, remove the check mark by the **Remember each folder's view settings**:



3. Click **OK** – all windows will now have the same appearance.

You can always return to your original settings for each window by clicking the **Reset all folders** button, and clicking on the **Remember each folder's view settings** check box to choose it.

How My Computer is structured

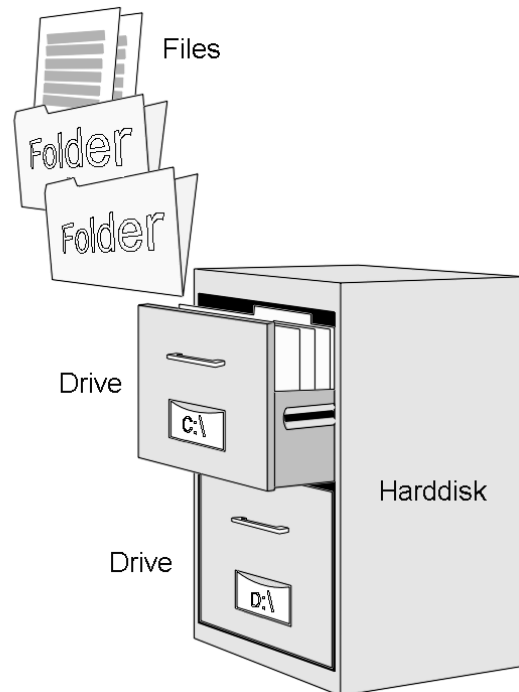
All computers these day have at least one hard disk with an operating system controlling the computer via a user interface.

Microsoft could certainly have chosen many other ways of building a user interface. Using **My Computer** lets you see how the computer is built up almost like a hierarchy – you are given a comprehensive view and can then dive deeper

and deeper into the details of what the hard disk contains.

The icons in the windows show the contents of a drive and can be thought of as a filing system containing masses of folders. Each folder can contain further folders or files.

This is how I picture the structure:



The picture above could represent the situation where you have double clicked on the **C:** drive (represented by the open drawer), then double clicked on the **Windows** folder (the first folder), followed by a double click on the **Start menu** (the folder in the folder), and are now looking in the folder at all the files it contains.

In the next section we will look closer at the structure using the **Explorer** program.

Exercise 8: Explorer

Build up a file structure

You have seen how **My Computer** can display the contents of your machine. Every drive can contain a huge number of folders, which again can contain, in theory, an infinite number of documents – files.

It is up to you to organize your ‘filing cabinet’ in a logical and manageable way.

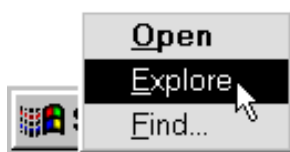
In other words, you will have to do some planning to design a sensible structure – but I can promise you that time spent doing this will save you lots of time and inconvenience later!

It can be difficult to maintain a good general view in **My Computer** when more and more windows open up. **Explorer** is better in this respect.

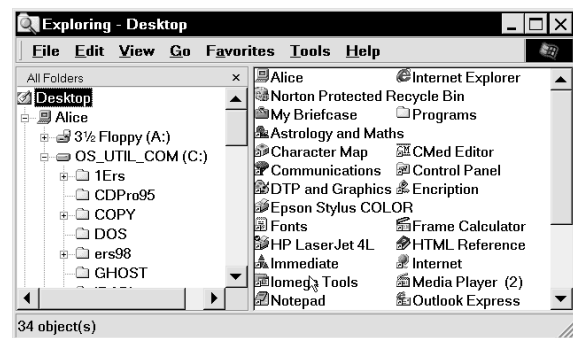
The Explorer window

The **Explorer** program is nothing new. In earlier Windows versions it was called **File Manager**, a much more descriptive name in my opinion.

1. You can open Explorer in many different ways (surprised?). The easiest way is to right click the **Start** button and choose **Explore**.



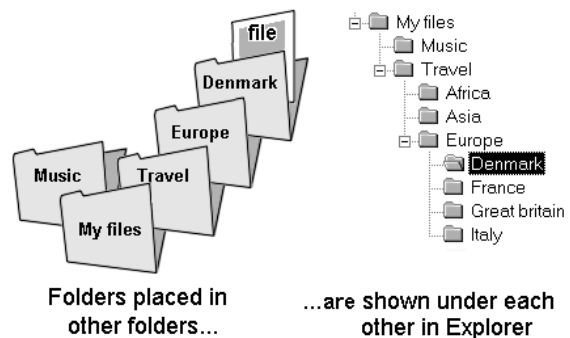
2. The program window is divided in two parts. The pane on the left side shows a ‘tree like’ structure showing the contents of the computer in the same way that **My Computer** did. The right side shows the contents of the various folders and drives. Notice that the settings you choose for **My Computer** have not been used for **Explorer**.
3. When you select a drive or a folder, its contents are shown in the right pane. This lets you see the contents of the computer in detail (right pane) while still keeping a general view open (left pane).
4. At the top of the hierarchy is the **Desktop**. Select this now by clicking on it.



HERE ARE YOUR
DRIVES AND FOLDERS

...AND THIS DISPLAYS THE
CONTENTS OF THE SELECTED ELEMENT

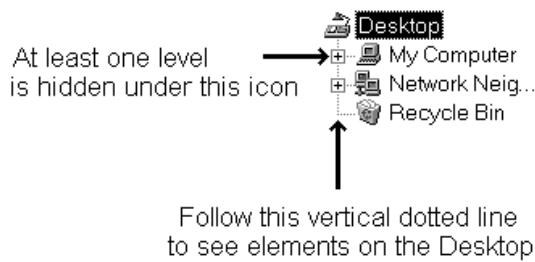
Among the icons under the Desktop is the **My Computer** icon, the same icon as the one on your desktop. As the Windows screen shows only two dimensions, it is not possible for us to look *into* a folder or drive. Therefore elements on the Desktop are shown *under* the icon for the Desktop. The example below shows how a system of folders in a filing cabinet would look in Windows Explorer. You will try creating this structure on page 37:



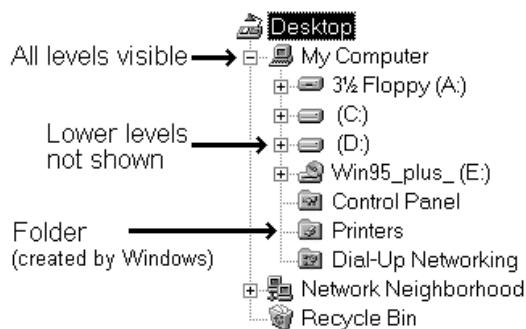
This way of looking at the contents of your computer takes a bit of getting used to, so let us take a closer look at how it works:

1. In the following we are working in the left pane of the **Explorer** window. Click on the small minus sign to the left of the **My Computer** icon. The structure ‘collapse’ into itself, and a small plus indicates that there are more levels below this icon:

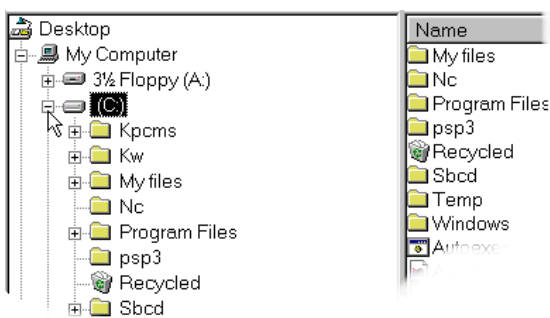




- Click on the small plus sign next to the **My Computer** icon to display the underlying levels. You will notice that there are little signs beside your drives and folders.
- The illustrations on this page show my computer's drives and folders. Your computer will probably look different, but follow what I am doing on your computer anyway.

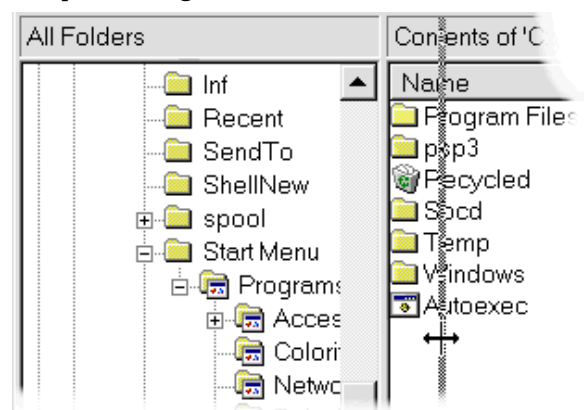


- Click on the icon for the C drive (**C:**), and look at the contents displayed in the right pane. As you can see, the drive contains a large number of folders, which are shown at the top of this right pane.
- Choose **View|Details**. The right pane shows details for each element.
- Now click on the little plus by the (**C:**) icon to open the hierarchy. Now the folders contained in the drive are also displayed in the left pane. But the structure of the drive is also shown – the dotted lines and plus signs:



- Click on the icon for the **Windows** folder to see what it contains.

- Click on the plus by the **Windows** folder..
- Click on the small plus by the **Start menu** folder to open it. Notice that even though you have opened the folder, the right pane continues to show the contents of the **Windows** folder. So you can open and close folders (levels) without shifting the focus from the selected folder. We will make use of this function later when we want to copy or move a file a little later.
- It may well be that there is no longer enough space to show every level in the left pane. You can alter the amount of space the window gives to the left and right panes without actually adjusting the size of the window itself. This is done by dragging the dividing line between the two panes using the mouse:



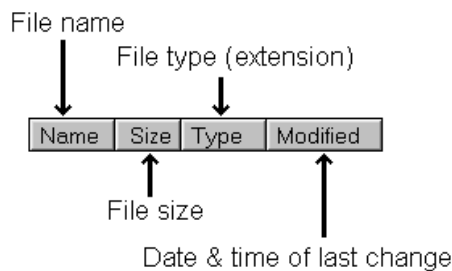
- Just like **My Computer**, you can alter what is shown on **Explorer's** toolbar. Choose **View|Toolbars**, and click on **Text Details** to switch them off. We don't need **Address Bar** either, so switch that off using **View|Toolbars**. This view (Details) will be used for the rest of the booklet.
- If you want to select and expand a folder simultaneously you can double click the folder. Double click on the **Programs** folder (yes, it was called **Programs** when we used My Computer in the previous section). The programs you see in the right pane are the same as those you see in the **Programs** item under the **Start** button on the **Taskbar**.
- Close the **Programs** folder by clicking the small minus next to the folder.
- Now close the C drive (**C:**) by clicking the small minus next to the icon (you may need to scroll up in the window).. All the levels under (**C:**) are hidden, even though several folders were open, and the drive selected. Now click on

the small plus next to the **(C:)** and notice that Explorer has remembered that the **Windows** and **Start menu** folders should be expanded.

If you select the 3½" **diskette drive (A:)** when there is no diskette in the drive, you will see a message that the drive is not ready. Click **Cancel** to close this.

Sorting objects

You can easily sort the order in which you see objects in the right pane by using the headings of each column, which work as buttons:



Press one of these buttons to sort in ascending order. Press the same button again to sort in descending order.

1. Select the **Windows** folder on the C: drive.
2. Click on the **Name** button in the right pane to sort in ascending order (A to Z).
3. Then sort in date order for when they were last modified. The newest file should be at the top of the window (descending date order – click twice on the **Modified** button).
4. Finally sort the objects by **Type**.

You can only sort in the right pane, and only for the object you have selected in the left pane.

The left side is sorted automatically, first in its tree structure, and then alphabetically for every level of the tree.

This function gives a quick and flexible view of the files you have, and is a terrific tool to use when a certain file needs to be found. Of course, Win98/95 has an effective search tool, which is described on page 43.

The hierarchy in Explorer

If you have ever worked with DOS (an operating system used on PC before Windows) you know another way of showing the hierarchy, the *path*. It can be useful for beginners to see how the computer understands the hierarchy on a hard disk. Try following this on the folders on your computer:

```
C:\
C:\Windows
C:\Windows\Start menu
C:\Windows\Start menu\Programs
C:\Windows\Start menu\Programs\Accessories
```

Here the path displays four folders under the *root* where the root is the C: drive – the highest level in the hierarchy.

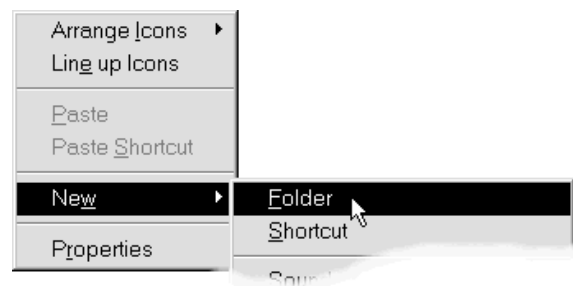
In Explorer the path looks like this (I have limited the number of folders to make it easier to illustrate the folder hierarchy):



Creating folders on the Desktop

We are going to create a new folder for the files we have placed on the desktop.

1. Minimize **Explorer** and right click the **Desktop**.
2. Choose **New** and **Folder**.



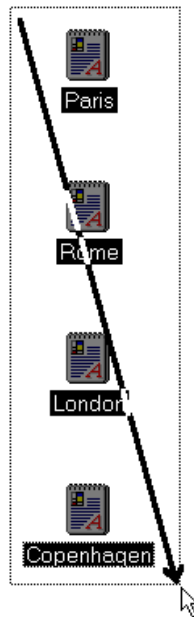
3. The name of the new folder is selected (and can be overwritten). Type **Europe** and press **Enter**.
4. The files **Paris new**, **Paris**, **Rome**, **London** and **Copenhagen** should be moved to the new folder. Grab the first file with the mouse and drag it over the **Europe** folder. Release it there.



5. You can move the other files one at a time using the same method, or move them all together:

Start by pointing slightly above and to the side of the top file, then drag the mouse until all the files are selected. As you drag a dotted frame is shown and the icons you drag over are selected as you drag over them.

6. Release the mouse, grab hold of one of the selected files – it does not matter which one – and drag them together over the top of the **Europe** folder and release them. All the selected files are automatically included as they are all part of the selection.



You can select several objects by dragging a 'frame' around them with the mouse. If the objects are not next to each other, click on the first one then hold the **Ctrl** key down while you click on the others.

Open the **Europe** folder on the Desktop by double clicking it.

The files we moved are here as they should – but what does it look like in **Explorer**?

1. Click on the **Explorer** button on the Taskbar, maximize the window and select the **Desktop** (the path is **C:\Windows\Desktop**)

2. Open the tree and select the **Europe** folder. The right pane of **Explorer** shows the files.
(just as before, I have cut the picture down so it only shows what is relevant)



Creating folders in Explorer

When you want to create folders in **Explorer**, you should spend a moment to work out where they should be placed in relation to the other folders and drives in the hierarchy.

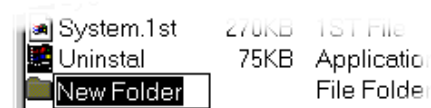
We will create a structure to help us manage all our descriptions of vacations we take in the future. We leave **Europe** on the **Desktop** for now

and choose to create a completely separate folder for all our existing and future files.

1. Select **(C:)** in the left pane.
2. Choose the **File** menu, menu points **New** and **Folder**.



3. The new folder appears at the bottom of the right pane.



4. Note that the name **New folder** is selected automatically. As soon as you begin typing a new name, the selected text disappears.



5. Give the folder a suitable name, like **My files** and press **Enter**.
6. Click on the new folder in the *left* pane.

When you create a new folder it is always placed in the selected folder.

The new folder 'My files' is placed directly under (C:). The next folder we are going to create should be in the 'My files' folder. So we must select this folder in the left pane before continuing. If you come to create a folder in the wrong place, you can always move it, which we will do on page 38.

1. With the **My files** folder selected, choose **File | New|Folder**. Type **Vacations** and press **Enter**. The folder is still only visible in the right pane.



2. Click on the small plus next to **My Files** in the left pane. Click on the **Vacations** folder:

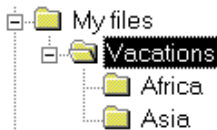


3. Adjust the width of the left pane and the Name column in the right pane if there isn't room to show the entire name.

4. Notice that the folder has neither a plus nor a minus sign – it does not contain any further folders yet.
5. With **Vacations** selected create another folder using **File|New|Folder**.
6. Call it **Asia** and press **Enter**.



7. Now the **Vacations** folder has a small plus by it – click on the plus.
8. Make sure the **Vacations** folder is still selected and choose **File|New|Folder**.



9. Write **Africa** and press **Enter**. As the **Vacations** is already open (because it's selected), you can see the new folder immediately.

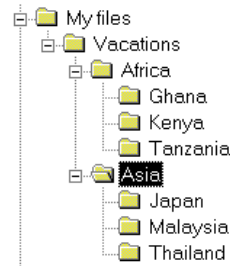
You should already now get a feeling of how a well designed hierarchy can let you manage your files with ease. We are assuming that you expect to be writing many descriptions of your travels, so we will divide the tree into even more levels. Let's continue creating folders under each continent.

1. Select **Africa** and choose **File|New|Folder**. Write **Kenya** and press **Enter**.
2. Click on the small plus next to the **Africa** folder so you can see the **Kenya** folder.



3. With the **Africa** folder still selected, create two folders called **Ghana** and **Tanzania**.
4. Asia should also contain a couple of folders. Click on **Asia**, and choose **File|New|Folder**.
5. Type **Thailand** and press **Enter**.
6. Open the **Asia** folder, so you can see that the new folders are created correctly in the left pane.
7. Still with **Asia** selected, create folders called **Japan** and **Malaysia**.

Your tree should look like this now:



Now the structure is just about finished, but the **Europe** folder ought to be with the other continents in the **Vacations** folder. Instead of creating it again we will simply move it.

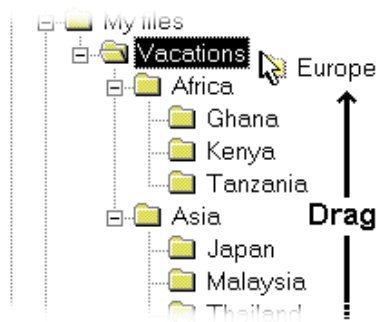
Moving files and folders

When files and folders are to be moved, **Explorer** makes it very easy. As you have already seen – when we used the mouse to move elements to the Recycle Bin by dropping them on the bin's icon, Win98/95 supports 'drag and drop': you can drag files and folders to a new position on the computer. We will move the Europe folder using Explorer.

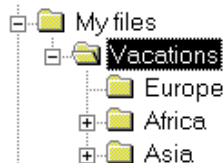
1. Maximize **Explorer**.
2. The location you want to move the file(s) or folder(s) to should be visible. The **Vacations** folder should be visible in the left pane.
3. Select the **Europe** folder on the **Desktop**. The left pane of Explorer should look something like this (I have cropped the picture so you only see the folders relevant to this exercise):



4. Grab hold of the **Europe** folder with the mouse and drag until the mouse highlights the **Vacations** folder. When you release the mouse, the **Europe** folder disappears into **Vacations**:



5. Just as when you create a new folder, the folder is shown below the folder which is selected when you release the mouse:

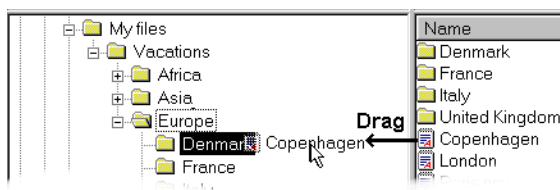


When you move a folder, its contents move with it. You can drag files to any location visible in either the left or right pane.

1. Select **Europe** in the left pane and create folders called **United Kingdom**, **France**, **Denmark** and **Italy**.

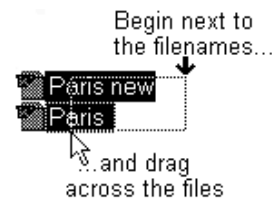


2. The files in the Europe folder should be moved to their respective country folders. Keep the Europe folder selected in the left pane. The right pane will show the files.
3. Drag **Copenhagen** from the right pane to the **Denmark** folder and release it.

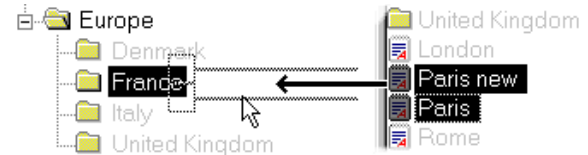


4. At the same moment the file is released it disappears. Select the **Denmark** folder and check that it contains the file.
5. Continue by moving **London** to the **United Kingdom** folder, **Rome** to the **Italy** folder and **Paris** and **Paris new** to the **France** folder in the same way. In the illustration below I have selected both Paris files by dragging a frame

around them, which means both can be moved together.



6. ...and drag across the files
7. Release the mouse. Grab hold of one of the files and drag them to the **France** folder:



8. Click on every folder in the left pane and check that the files are where they should be.

Undoing an action



Luckily anything you do in Explorer can be undone. Choose **Edit|Undo Move**.

You can also undo actions by clicking on the **Undo** button. Keep clicking to keep undoing several actions.

Some Win98 and Win95 programs will only let you undo the last action, not more.

When moving does not work...

...it is probably because you have tried to move a folder to the same level in the hierarchy. For example, if you want to move the Thailand folder to a higher level in the hierarchy, and try and drop it in the Asia folder, then Explorer will complain because Thailand is already in the Asia folder:



We will try moving an object once again:

1. Close the folders **Europe**, **Asia** and **Africa** (click on the minus signs next to the folders).
2. The **Europe** folder is to be moved a level higher, to the **My Files** folder.



3. Everything is done in the left pane. Drag **Europe** until the **My Files** folder is highlighted. When you release the mouse Explorer rearranges the folders automatically.
4. Open the **Europe** folder and check that the folders and files have been moved as well. Neat, don't you think?

Copy files and folders

As you saw in the preceding section, files are moved when you drag them from one location to another on *the same drive*. This is very sensible. You will usually only want one version of a file on a drive, or it begins to get rather confusing if you want to change a file – which version has been updated and which has not...?

On the other hand, if you drag a file or folder to another drive, it is copied – which also makes perfect sense.

In the next exercise we will copy some files and folders, and then delete them again. We will work on the same and on different drives.

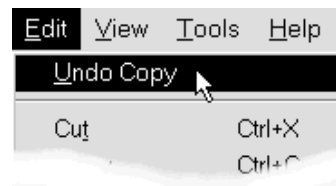
1. Start **Explorer** and check that all the sub-folders to **My Files** can be seen in the left pane.
2. We start by copying the **France** folder to the **Asia** folder. Select the **France** folder.
3. Using the *right* mouse button drag the **France** folder to the **Asia** folder, which is highlighted (in black) as soon as you are pointing at it. Release the mouse.
4. Choose **Copy here** on the object menu.



Now the **France** folder is in both the **Europe** and the **Asia** folders.

In the previous section we tried to undo a move. Can copying also be undone?

1. Click on the **Edit** menu. Now it says:



2. Click on **Undo copy**.
3. A dialog box asks you to confirm that you want to undo your copying. Click **Yes** – the copy of **France** disappears from **Asia** (which I am sure both the French and the Asians are satisfied with).

You can also undo actions using **Ctrl+Z**. These keys work in nearly all Win98/95 programs! The advantage with the keys is that they are fast. The advantage with the menu is that you can see what you are undoing.

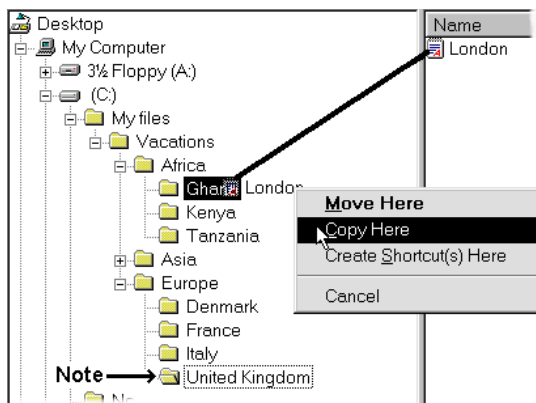
I think it is important that you are comfortable using Explorer to copy objects, so we will try it a couple of times again:

1. Right *drag* **Denmark** to the **Desktop** folder (right at the top of the hierarchy).
2. Choose **Copy here** on the object menu.



3. Let us just see if the folder can be seen on the Desktop itself. Minimize **Explorer**.
4. You cannot see that this is just a copy. So you have to be disciplined when working with files and folders so that you do not end up with several copies of the same file or folder.

5. Double click the **Denmark** folder on the **Desktop**. It opens in a window and you can see that **Copenhagen** is contained in it.
6. Close the window and delete it by right clicking the folder and choosing **Delete**.
7. Click on the **Explorer** button on the Taskbar.
8. Files can only be seen in the right pane. So when you want to copy a file you have to find it in the right pane and drag it to a folder in the left pane.
9. We will copy the **London** file to the **Ghana** folder. Open the **Africa** folder so you can see the **Ghana** folder.
10. Select the **United Kingdom** folder in the left pane.
11. Right drag the **London** file to the **Ghana** folder and release it there.



12. Notice that the **United Kingdom** folder is open, meaning that its contents are shown in the right pane. In this way you can scroll up and down in the left pane until you see the folder where you want to put your copy.
13. Copy the files **Paris** and **Rome** to the **Kenya** folder using the same method.

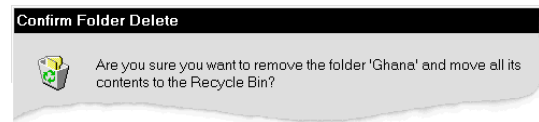
You can also copy using the keys. The **Edit** menu tells you which keys you should use. It works like this: Select what you want to copy, press **Ctrl+C** then select the folder where you want to put the copy. Press **Ctrl+V**. If you do a lot of copying it is a good idea to memorize these keys.

The object you have copied or cut can be pasted in again and again using **Ctrl+V**.

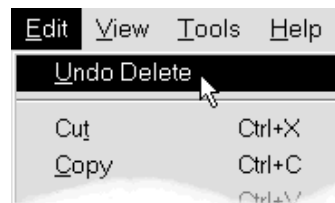
Deleting folders and files

You have already seen that when you move or copy a folder, its contents move with it. The same thing happens when you delete a folder:

1. Right click the **Ghana** folder and click **Delete** on the object menu. A dialog box with a very exact question asks you to confirm the action.



2. Click **Yes** to transfer the folder and its contents to the Recycle Bin.
3. Undo the deletion using **Edit|Undo delete**

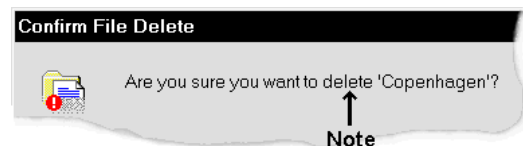


4. Select the **Ghana** folder and check that it still contains the **London** file.
5. Right click the **London** file in the right pane and click **Delete** on the object menu.
6. Mark the **Recycle Bin** in the left pane in Explorer (you will find it at the bottom of the hierarchy). In the right pane you will see the file, and probably other files you have deleted.
7. Right click the **Recycle Bin** and choose **Empty Recycle Bin** on the object menu.

You cannot undo emptying the Recycle Bin.

If you are sure that you want to delete a file permanently, you can do that without sending it to the Recycle Bin first.

1. Copy the **Copenhagen** file from the **Denmark** folder to the **United Kingdom** folder.
2. Right click the copy of the **Copenhagen** file in the **United Kingdom** folder.
3. Now hold the **Shift** key down whilst clicking **Delete** on the object menu. Note the text:



4. Click **Yes** (or press **Enter**) to confirm the deletion.

You cannot undo a deletion when you bypass the Recycle Bin like this.

You should empty the Recycle Bin regularly so it does not use up too much space on your hard disk.

Copying to other drives

If you drag a file or folder to *another drive* it will be copied, which makes a lot of sense. Think of the situation where you want to use a file on a diskette, maybe you want to send it to a colleague or friend, you will still want to keep the original file on your hard disk.

Let us see how it works:

1. For this exercise you will need an empty diskette. Put the diskette in the disk drive (A:).
2. Select the diskette drive in the left pane of **Explorer**. If the diskette is not properly in the drive, you will see this window:



3. If this happens – put the diskette in properly and press **Retry** (if you try putting the diskette in backwards you will feel a blockage in the diskette drive).
4. If the diskette is new, you might be asked if you want to format it, in which case, click on **Yes**. (Most diskettes on sale today are formatted – ready for use. Some very cheap diskettes are, however, not formatted, but Win98/95 will automatically format it when you answer **Yes** here).
5. Select the **Europe** folder.
6. Grab the folder and drag it to the **3½" Floppy (A:)** and release it.
7. Win98/95 shows that you are copying a file. Diskettes are not as fast as a hard disk, so you have plenty of time to see that each folder and file is copied as it should be.



Right clicking a file and choosing **Send to** lets you copy the file directly to a number of locations, including the diskette drive.



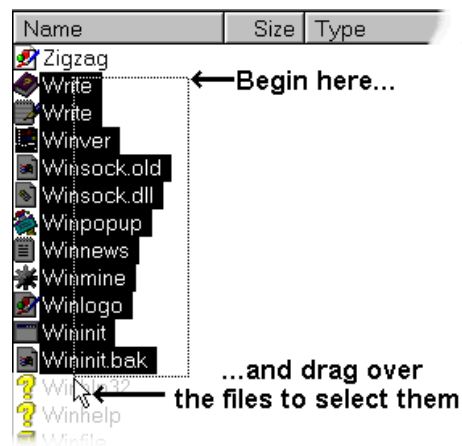
This method makes it very easy to make backup copies of important data. All you need to remember is that a diskette cannot hold more than 1.44 MB of data – more than enough for our vacation notebook, but not so much when you really begin to produce some work.

Some tips about selecting

When you want to select several files to copy, move or delete, there are a couple of shortcuts which it is good to know.

When you want to select a number of files which are next to each other, after you have sorted them into date order, for example, then you can do it like this:

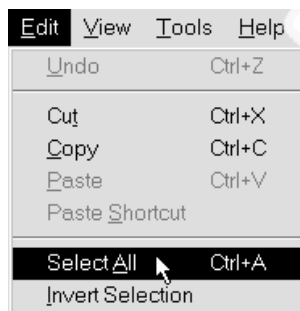
1. Select the **Windows** folder in the right pane of **Explorer**. Sort the files by name in descending order (Z first, A last).
2. Start by pointing slightly to the right of the first file name, and drag out a 'frame' which contains all the files you want.



3. You undo your selection by clicking on any other, unselected, file or pressing an arrow key.

If you have many files to select it is easier to click on the first file, hold the **Shift** key down and then click on the last file. All the files between the two you clicked will be selected.

If all the files in a folder are to be selected, then it is very easy using the **Ctrl+A** keys ('A' for 'All'). This works only in the right pane. Remember that many key combinations are shown next to the respective menu point, as here:



These keys can be used in many other programs, like Microsoft Word and Excel, so it is worth learning them.

If you want to select files which are not next to each other in the right pane of the Explorer window, then it is done like this:

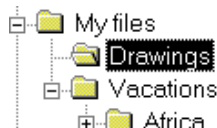
1. Try selecting alternate files in the **Windows** folder. Select the first file by clicking on it *without* holding the **Ctrl** key down.
2. Hold **Ctrl** down and click on the next file you want to include in the selection. As long as you hold **Ctrl** all the files you click will be added to the selected ones.



Short résumé

Our drawings are filed on the Desktop. They should be moved into a new folder using Explorer:

1. Select the folder **My files** in **Explorer** (left pane).
2. Choose **File|New|Folder** and call it **Drawings**.



3. Press **Enter** to accept the name. The left pane should now display the following folders:
4. Select the **Desktop** at the top of the hierarchy.



5. In the right pane, select the drawings we created in the Paint program:
6. Make sure that you can see the **Drawings** folder in the left pane and then *right* drag the files to the folder. Release the mouse.
7. On the object menu, choose:



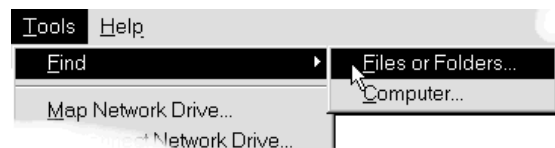
8. Select the **Drawings** folder and check that the drawings are there.
9. Minimize **Explorer** and check that the files no longer exist on the Desktop.

Now that you cannot see the files on your Desktop it is likely that you will forget what each file is called. However, there is help on the way:

Find files with Explorer

No matter how well you organize your work, sooner or later you will need to search for a file.

1. Start **Explorer** and select the **Windows** folder.
2. Choose the command **Tools|Find|Files or folders...**



3. In the **Find** dialog box you can type in which file or file type you are searching for and whether Win98/95 should look in all the folders under the level you have selected. If, for example, you want to check all the folders contained in the Windows folder, then the field **Include sub-folders** should be checked. Write **Win** in the **Named** field. The **Containing text** field can be used to further narrow down your search criteria. So if you want to find only those files whose name begins with 'Win' and which also contain the text 'journey', then type the text in this field. We will leave it blank in this

example. This is what the fields should look like now:

4. Click **Find now** (**Enter**).
5. All files and folders with names *including* the text 'Win' are found and shown in the search window.
Close the window again.

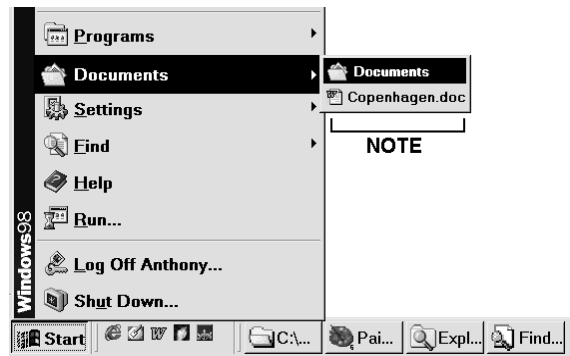
We will now ask Win98/95 to search for one of the vacation descriptions we wrote in WordPad earlier.

1. Open the **Find** dialog box.
2. Type **Copenhagen** in the **Named:** field. The **Look in:** field should point at **(C:)**. This is what your search criteria should look like:

3. Press **Enter** to start searching. If you have restarted your computer after opening the Copenhagen file, the search result will only point at **C:\My file\Vacations\Europe\Denmark**. If you have not restarted the computer in the meantime, the search result will include a further folder:

Name	In Folder
Copenhagen	C:\WINDOWS\Recent
Copenhagen	C:\My files\Vacations\Europe\Denmark

4. **Recent:** What folder is this?
You can find it in two places. On the **Start** menu, under **Documents**:



5. And also in **Explorer**. As you can see, the folder is called **Documents** on the Start menu, but in Explorer it is called **C:\Windows\Recent**. This file remembers the last files you have had open. If you are working on the same documents for several days in a row, the easiest way to access them is to click on the **Start** button, point at **Documents** and click on the file name here:
6. Close the **Find** dialog box and select the **C:\Windows\Recent** folder in **Explorer**:



Find using part of a file name

If you only know part of a file name, you can search for a particular file type or letter sequence as follows:

1. You want to find all DOC (Microsoft Word and WordPad file) files in the **My files** folder.
2. Choose **Tools|Find|Files or folders...** In the **Named:** field type * where * finds all files with the extension DOC, no matter what they are called:

Click on the **Browse** button if you want to search a different folder or drive. Mark the folder you want to search in and press **OK** (you can also type the full path directly in the **Look in** field).

3. Press **Enter** to find the files.

The asterisk (*) is a 'wildcard', which means that any character or characters are accepted. For example, 's*t' finds 'sit', 'sat', 'start' and 'shift'. Another 'wildcard' is the question mark, meaning that any single character is accepted. For example 'si?' finds 'sit', 'sin', 'sip' and 'sir'.

1. You can search for file names (without extensions) in the same way. For example, all files beginning with the letter 'K' on your entire C:\ drive. Enter your search criteria as here (it might take some time, searching the entire drive):

2. Delete the criteria in the **Named** field before continuing.
3. If you want to find all files from a particular date, then use the **Date** tab. Try finding all the files or folders which have been modified (saved) within the last 5 days:

Win95: The 'Date modified' tab only lets you specify a date for modification, which may either be a creation date or the date you last made changes, you cannot specify which.

1. Now choose **All files** on the **Date** tab and click on the **Advanced** tab. This tab lets you specify files of a particular type or size. The search will be carried out in the drive (or in the folder) you specified on the **Name & Location** tab. Check that **All Files and Folders** is in the **Type** field before proceeding.
2. Click on the **Name & Location** tab. Type '*.doc' in the **Name** field, and 'journey' in the **Containing text** field. Click on the **Find now** button.

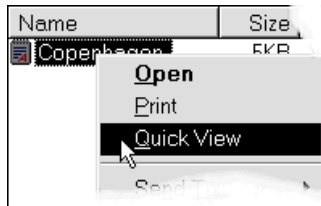
The dialog box remembers criteria from the other tabs. The search is made on the drive specified in the **Name and location** tab and in the date interval specified in the **Date** tab. If you think about how you fill in the search fields, and use every tab, you can specify some very precise search criteria.

1. Your search should result in two files, **London** and **Copenhagen**
2. Specify new criteria which will find all files and folders starting with the letter 'P' (**Named: P***) in the **C:\My files** folder, no matter when they were last saved. The answer should be the file **Paris, Paris new** and the drawing **Portrait**.

Quick View

You can make a quick check to see if the file you have found is the one you were looking for (this works both for the **Find** dialog box and in **Explorer**). If you cannot find this function, then it can be added from the Win98/95 CD-ROM or diskettes. Read more about adding and removing programs on page 59.

1. Right click a file, for example **Copenhagen** and choose **Quick View**:



2. The contents of the file are now shown in a separate window. Notice the instruction on the window's status line (at the bottom of the window):



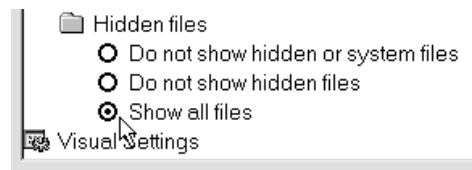
3. Close **Quick View** and the **Find** window.
4. Try clicking on different files on your hard disk and see if they can all be viewed using the **Quick View** function.

We will take a closer look at the different types of files a little later, but first let's see how you can change Explorer's configuration.

Configuring Explorer

As you have seen, all programs save files with a special extension (which indicates the file format). The **NotePad** program saves files in the .txt format (text files), while **Paint** saves in the .bmp (bitmap) format. You can choose whether **Explorer** should show all file types, or only a selection.

1. In **Explorer** choose **View|Options**. The choices you make here influence all windows. They are *global* choices.
2. Click on the **View** tab and check that **View all files** (under **Hidden files**) is checked in the **Advanced** field.



Click **OK** to close the dialog box.

3. In the left pane of **Explorer** select the **C:\Windows** folder.
4. At the bottom of the window you can see how many objects are contained in the selected folder. This number will vary from computer to computer. My folder contains:

238 object(s)

5. Choose **View|Folder Options** again. Click on the radio button **Do not show hidden or system files** under the **Hidden files** heading on the **View** tab and press **Enter**.

Win95 only: Choose **View|Options** again. Choose the field **Hide files of these types** on the **View** tab and press **Enter**.

Now my Explorer shows the following:

184 object(s) (plus 54 hidden)

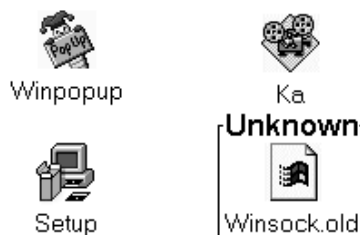
As the files we have hidden are vital for your computer, it can be an advantage to keep them hidden – for safety's sake.

File types

As you know, all files are saved with a name and an extension of three characters, and these two parts are separated by a period. The extension shows the file type, and Win98/95 does not usually show this extension for *registered* file types.

Registered file types...

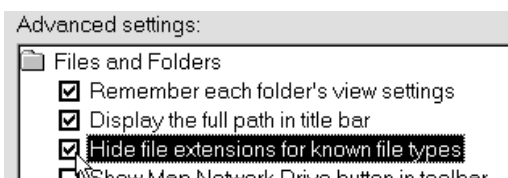
...are files which Win98/95 'recognizes'. In other words, the file type comes from a program which is installed on the computer and registered by Windows. Only 'unknown' file types are shown with their extension:



Here are examples of four files, of which the last one is unknown. It is shown with a standard Windows icon.

After a little practice you will be able to see which program a file comes from, just by looking at its icon.

You can choose to show the full names (including extension) for all files by choosing **View|Options** and uncheck the option in the **View** tab. I suggest this configuration:



Associated programs

When a file type (extension) is registered then Win98/95 knows how it should be treated. If it's a program, a double click starts the program, if it's a file, a double click starts the program the file was created in and opens the file, as you saw with the WordPad and Paint files you created yourself (on page 9).

Examples of file types and icons

For these examples we will look at the files in the Windows folder.

Remember that all file icons represent special files or folders, which means that after a while you will be able to easily differentiate a program file from one of your own document files.

So it can be a help if you can recognize these icons.

TXT files

are plain text files which can be read and edited by any text editor like WordPad or NotePad (both are included with Windows).



HLP files

are help files which are attached to a Windows program.



EXE files

are programs and typically have their own icons, like the three programs from the Windows folder shown here. When you choose to start a program in the **Start menu** or on the **Desktop** it is the program's EXE file you are starting – it is an EXEcutable file.



BMP files

are bitmap graphic files which can be read by any graphic program. The Windows screen-saver pictures are example of BMP files.



Sound (like WAV) and video (like AVI and MPG) are shown with clear icons which show exactly what they do.

To play these files your computer will need a sound card and have programs installed which can play sounds and video.



DOS files

are files which are not written for Windows. MS-DOS was one of the first operating systems for personal computers (Microsoft – Disk Operating System). A number of older programs still use DOS. If you start one of these programs Win98/95 will open an MS-DOS window and run the program in that window.

Starting programs in Explorer

It is easy to start programs while you are working in **Explorer**. Let us try:

1. Select the **Windows** folder in the left pane in **Explorer**.
2. Select the file **CALC** (actually CALC.EXE) in the right pane. 
3. Press **Enter** to start the program (or double click the icon).
4. Close the program using **Alt+F4**.
5. Select **SOL** in the right pane of **Explorer** and press **Enter** (**SOL** is short for Solitaire). 
6. Close the **Solitaire** program.

All objects on the Desktop and in the Start menu are only icons (shortcuts) which point at the .EXE file of the program they are associated with. So you can put all your programs in a folder of your choosing, called something like Programs, for example, and still be able to start them easily using the Start menu or the Desktop. These were program files (.EXE), but what about other file types?

1. Your vacation description files are of the .DOC file type. Open the folder **C:\My files\Vacations\Europe\United Kingdom** in the left pane of Explorer.



2. Double click on **London** in the right pane.  London
3. WordPad (or Word if it is installed on your computer) starts with the file loaded. This shows that files of the .doc type are associated with WordPad (or rather Word).
4. Close the program (**Alt+F4**).
5. Select the **Windows** folder.

6. Find and double click the file **Clouds** (actually Clouds.bmp).

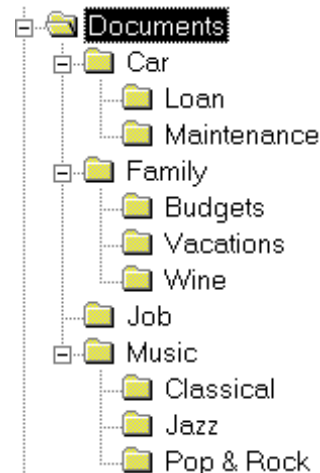


7. The **Paint** program starts with the file loaded. (Paint was described on page 24).
8. Close the program again.
9. Try activating other bitmaps by double clicking them.

What do I do next?

Now you know enough about creating folders and files to be able to plan a good, stable and efficient hierarchy for your own files on your hard disk.

I suggest that you organize your files bearing in mind the kind of tasks you will be doing. For example I suggest you save all the files having anything to do with your accounts in a folder called Budgets, no matter which program they are created with:



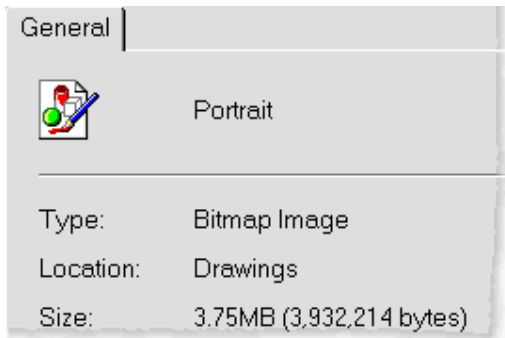
The important thing is that you experiment yourself and find a system which suits you – my experience may not be directly relevant to your working methods.

I have put all my folders in a folder called **C:\Documents**.

Exercise 9: Object properties

Every element (object) on your computer has its own properties. We will begin by looking a little closer at the properties of your vacation descriptions.

1. Start **Explorer** and select the **Drawings** folder in the **My files** folder.
2. Right click on one of your drawings in the right pane.
3. Choose **Properties** on the object menu.



- 4.
5. This shows you when you created and last changed the file, along with other details.
6. Click **Cancel** (or press **Esc**) to close the dialog box.
7. Find and right click the **London** file.
8. Choose **Properties** on the object menu.
9. The object properties are divided between several tabs. On the **General** tab you can see the size of the file, where it is, when it was created and when it was last changed:



10. The **Summary** tab is where you can type in information about the file which you can then use when you want to search for a file. Check out the other tabs yourself. Remember that you can always right-click a field to go to a help text about it.

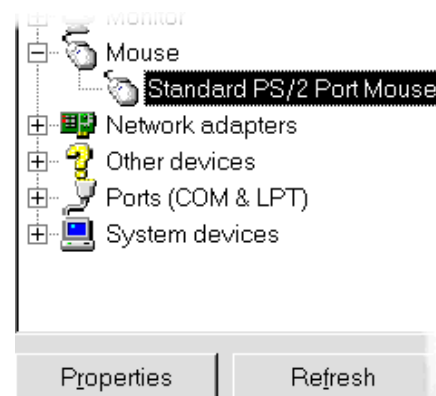
This summary tab is not available in Windows95!

Click **Cancel** (or press **Esc**) to close the dialog box.

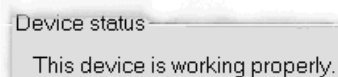
11. Close **Explorer**, right click the **My Computer** icon on the Desktop and choose **Properties**.

When an object is selected, you can open its properties window by pressing **Alt+Enter**.

1. The four tabs contain a lot of useful information about your computer. The **General** tab shows you which version of Windows you are running and who holds the license for it.
2. Click on the **Device Manager** tab. This displays all the hardware in and attached to your computer, listed below each other. If something is not working properly, then it will be marked with a little yellow exclamation mark. If everything is working properly then be careful you do not change any properties, you risk mucking up a well functioning system – “if it ain’t broke, don’t fix it!”
3. Click on the small plus next to the **Mouse** icon, and click on the sub-item to mark it. The caption next to the icon depends on what sort of mouse you have attached to your computer. Mine looks like this:



- 4.
5. Click on the **Properties** button. The displayed dialog box tells you how the item is working:



- 6.
7. If you have an item which is not working as it should, you will see a description of the fault here.

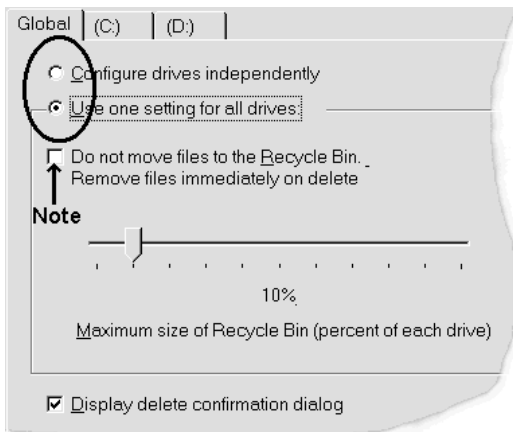
Device status
This device is working properly.

- Close the dialog boxes by pressing the **Esc** key until they are all closed..

Resist the temptation to begin changing things in dialog boxes at random. The fascinating, but dangerous, thing with Win98/95 is that you can change the configuration of your computer so easily. Remember that you can always click **Cancel** or press **Esc** to close a dialog box without saving any changes you may have made.

Now let us look at the Properties of another interesting object:

- Right click on the **Recycle Bin** and choose **Properties** on the object menu.
- The dialog box has a tab labeled Global and a tab for each hard drive:



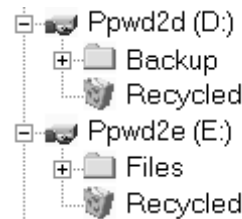
Note that you can enable an option which lets you delete files directly without sending them to the Recycle Bin first.

- If, like me, you have several drives you can set the size the Recycle Bin to be the same for all drives, or specify how much space it should use on *each* drive.

Global	OS_UTIL_COM (C:)	PROGRAMS (D:)
Size of drive:	0.99GB	
Space reserved:	101MB	

The tab for each drive displays how big the drive is, and how much space is reserved for the Recycle Bin. When you see how much free space there is on a drive using **Explorer**, the space taken up by the Recycle Bin is already deducted.

- The **Recycle Bin** icon on the Desktop manages all deleted files, no matter which drive they are actually on. The Recycled folder in Explorer lets you see them all, as here:



- The idea is that if you install an extra hard disk at some time in the future, the Recycle Bin will be given more space for holding deleted files. This lets you retrieve files which were deleted after a longer interval. I find a percentage of 10% to be about right, but this is very much a personal choice. If your hard disk is not so large you can choose to have a smaller Recycle Bin and therefore have more space for programs and files.
- Click **Cancel** to close the **Properties for Recycle Bin** dialog box.



Exercise 10: Shortcuts

A shortcut is, as its name suggests, a quick way to choose an object. For example, if you are a regular WordPad user it is a little slow to keep choosing the Start button, followed by Programs, then Accessories and then click on WordPad. It is much faster to start the program if there is a shortcut to it directly on the Desktop or on the Start Menu. Even quicker is if a shortcut is placed on the **Quick Launch** area of the Task bar.

Quick Launch is not available in Win95!

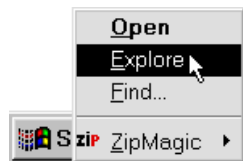
First of all we will try setting up a shortcut on the Desktop.

A shortcut is just a small file pointing to where the program is actually placed. You can also create shortcuts to your own files.

This may sound a little complicated, but read on and copy what I do on your own computer.

Shortcuts on the Desktop

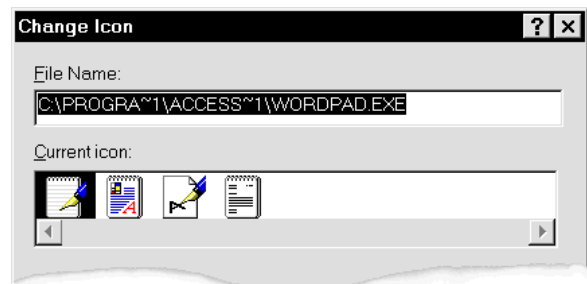
We will use **Explorer** to find the WordPad program and then create a shortcut to it on the Desktop:



1. Start **Explorer** by right clicking the **Start** button and choosing **Explore** on the object menu:
2. **Explorer** must not be maximized. You should adjust the size of the Window so you can see the **Desktop** behind it.
3. Select the **C:\Windows\Desktop\Programs\Accessories** folder and click on the **WordPad** icon in the left pane.
4. Right drag the icon out onto the Desktop:



5. Release the right mouse button and choose **Create shortcut(s) here** on the object menu.
6. Close **Explorer**. A little arrow on the icon shows you that it is a shortcut.
7. Right click the shortcut and choose **Properties** and the **shortcut** tab.
8. Click on the **Change icon** at the bottom of the dialog box.



9. Choose one of the icons and click on **OK** to accept the icon and close the dialog box.
10. Double click on the **WordPad** shortcut to start the program.
11. Close the **WordPad** again.
12. Select the shortcut to **WordPad** and delete it again (drag it to the **Recycle bin** or press **Delete**).
13. Right drag the files **Copenhagen**, **London**, **Paris** and **Rome** from **Explorer** and onto the Desktop, and create shortcuts to them:



14. Leave the four shortcuts to your vacation descriptions on the Desktop – we will use them in a little while.

Shortcuts in the Start menu

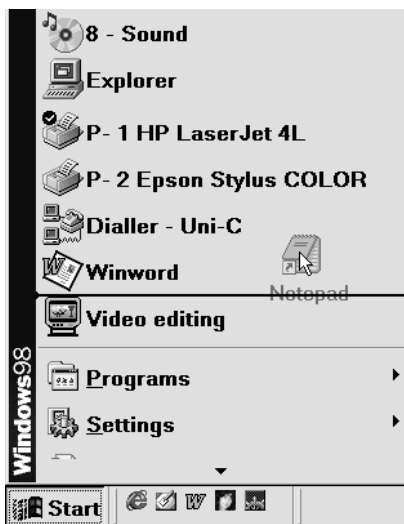
If you work with a window maximized on the screen you cannot see the shortcuts on your desktop. Therefore it can be a good idea to create shortcuts on the **Start menu**, which you can always access using the **Start** button on the Taskbar.

1. Start **Explorer** and select the **C:\Windows\Start menu\Programs\Accessories** folder. Use the left mouse button to drag the **Wordpad** file over the **Start** button. Hold it still a moment.
2. When the **Start menu** opens, drag the mouse up over the top half of the menu.



Notice that you cannot place shortcuts on the bottom half of the menu – a ‘no entry’ sign appears on the mouse pointer.

3. Drag the mouse up to where you want the shortcut to appear, as here:



4. Click on the **Start** button to see your new shortcut to WordPad. If it isn't where you want it, then all you need do is drag it to where you want it.

Win95 does not let you decide what position a shortcut should be on the Start menu, you can just drag it over the menu and drop it there.

You can also just drag an icon over the Start button and drop it there. Of course, using this method you cannot decide where on the Start menu the shortcut should appear – but you can always alter that later by dragging it around.

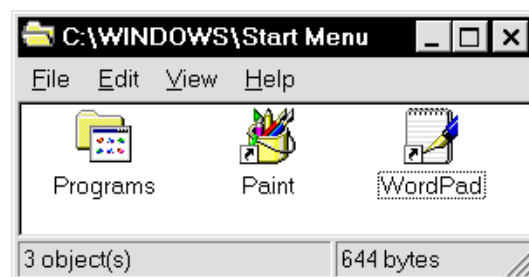
1. Use the same method to create a shortcut to the **Paint** program on the **Start menu** (drag the **Paint** file from the **Accessories** folder to the **Start** button).
2. Now try starting both programs by clicking on their shortcuts on the **Start menu**.
3. Close the programs again.

You know how to rename icons on the **Desktop**, but how do you get to programs on the **Start menu** in order to rename them?

1. It can be done in two different ways: By using **Explorer** (into the **C:\Windows\Start menu** folder) or by using the **Start** button on the Taskbar. We will try the second method:

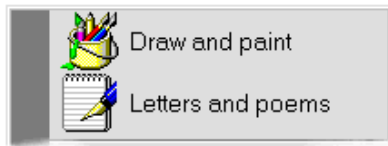


2. Right click the **Start** button on the Taskbar and choose **Open** on the object menu.
3. The contents of the Start menu are now shown in a window. If the icons in the window are not ‘Large’, then choose this option now (on the **View** menu).



4. You may well have other icons than those shown here.

5. Select the **WordPad** shortcut and click on the name to edit the text (or press **F2**). Type in a descriptive caption like **Letters and poems** and press **Enter**.
6. Use the same method to change **Paint** to: **Draw and paint**.
7. Close the **Start menu** folder then click on the **Start** button and check the appearance of the shortcuts to the programs:

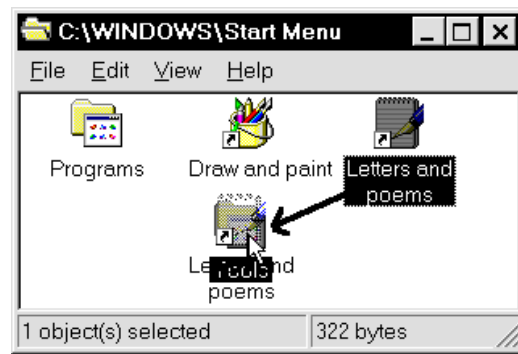


If you have several programs you want to add to the Start menu it can be a good idea to create a special folder for shortcuts on the Start menu.

1. Right click the **Start** button and choose **Open** on the object menu. If any of the objects in the window are selected, then click in an empty area of the window – no objects should be selected. Now choose the menu item **File|New, Folder** to create a new folder.
2. Type **Tools** and press **Enter**.
3. As you would expect, the folder is empty. Try looking at the **Start menu** (you do not have to close the **Start menu** window first):



4. We are going to move the shortcuts from the Start menu to the new folder. In the **Start menu** window, drag the **Paint** shortcut to the **Tools** folder and release it there.



5. Drag the **WordPad** shortcut to the **Tools** folder in the same way.
6. Close the **Start menu** window, click on the **Start** button and point to **Tools**:



7. We had better just check that everything works as expected. Click on one of the shortcuts in the **Tools** folder. Close the program again.
8. If you ever want to delete a shortcut from the Start menu, open the menu, select the shortcut you want to delete and press **Delete**.

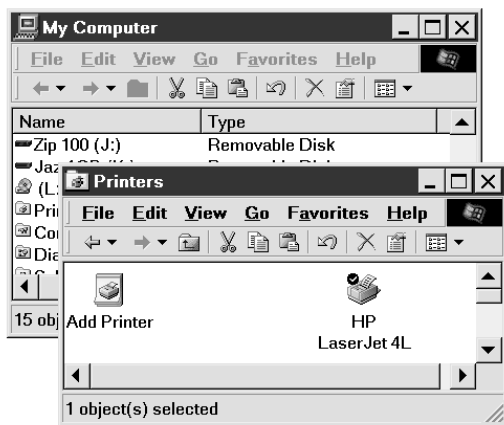
A Shortcut to a printer

Sometimes it can be very convenient to have a shortcut to your printer on your desktop. This lets you drag a document and drop it on the printer when you want to print it.

1. Close all programs, including **Explorer**.
2. Double click **My Computer**. Double click the **Printer** icon:
3. Using the right mouse button, drag your printer out onto the **Desktop**, and choose **Create shortcut(s) here**.



Printers



4. I suggest that you place your shortcuts down in the bottom right hand corner, where there are no other objects.
5. Close the **Printers** window, and **My Computer**.



6. Select the shortcut to your printer and give it a new name, like:
7. Grab the shortcut to **Copenhagen** and drag it (with the left mouse button) over the shortcut to your printer. WordPad (or Word) starts, the file is loaded and then printed.
When the information is sent to the printer, the program closes again. Quick and efficient!

This demonstrates another reason that files are associated with programs. All registered files can be printed in this way without you having to start programs first.

You can right click a file and choose **Print** on the object menu to print it out to your default printer – but only to this one printer.

If you have more than one printer, right click the shortcut to the one you use most often and click **Set as default** on the object menu.

Win98 only: The default printer is marked with a little tick in a black circle! ☑

Shortcuts in the Quick Launch area

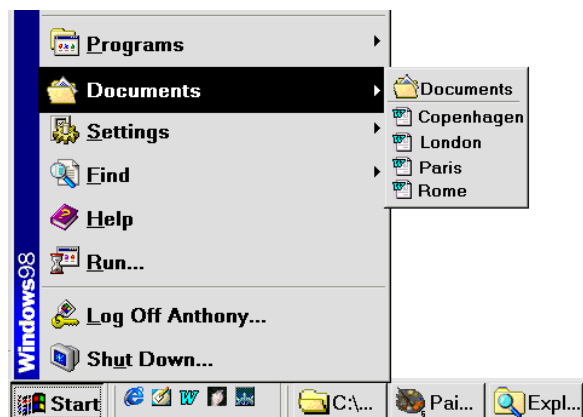
It is really useful to position your most used programs on the **Quick Launch** area on the Task Bar:

1. Using **My Computer** or **Explorer**, find the program (or a shortcut to it) and use the left mouse button to drag it over the **Quick Launch** area on the Task Bar. A vertical line shows you where it will be positioned.
2. If you cannot see your shortcut, drag the border between the Quick Launch area and the rest of the Task Bar until you can see all you programs:



While on the subject of shortcuts...

As you saw on page 43, Win98/95 automatically creates shortcuts to documents you save. These are placed on the **Documents** menu on the **Start** menu:



But in the Documents folder, there is also a shortcut to a folder called Documents...

Confused? If you are, then you are not the only one, but there is an explanation.

Win98/95 automatically creates a folder called Documents on the C: drive, together with a shortcut to it on the Start menu. Microsoft expects you to save all your own files in C:\Documents. This means you can find all your own files by clicking **Start|Documents**, with the last opened files listed there...a smart system.

1. Click on one of the holiday descriptions to open it.

This is the quickest way to start a program and load a document that you edit often.

The Document folder can hold a maximum of 15 shortcuts to the last files you have saved. Next time you save a file, Win98/95 removes the shortcut to the oldest file in the folder, so you are always shown the last 15 files you saved.

Remember that these are only **shortcuts** to files, so deleting them has no ill effects. The original **file** is always kept in the folder you choose to save it in.

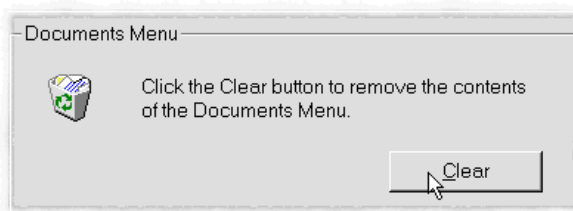
Emptying the document folder

Sometimes it can be convenient to empty the document folder (and hence clear the document menu) before starting some new work. This is done as follows:

1. Right click an empty area of the Task Bar.
2. Click **Properties**.

1. Win95:
2. Click on the **Start** button.
3. Point at **Settings** and click **Taskbar...**

4. A screenshot of the Taskbar context menu. The menu is open, showing options: 'Minimize All Windows', 'Undo Minimize All', and 'Properties'. The 'Properties' option is highlighted with a mouse cursor pointing at it.
5. Choose the **Start menu programs**, then click on the **Clear** button in the **Documents menu** field. The folder will be emptied and is ready for new, registered files you save.



Exercise 11: Control Panel

As the name suggests, this is a panel of programs which allows you to control most of the configuration of Win98.

1. Click on the **Start** button and choose **Settings, Control Panel**.

These programs can, in theory, be divided up into three groups – those which control Win98/95's configuration, those which control the hardware configuration and those which control communication.

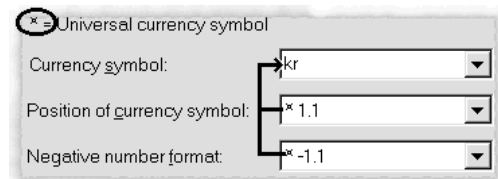
There can be a vast difference from computer to computer in the number of programs available on the Control Panel. I will describe the programs I think you will need to know, and which all computers should have. You can always open a program to find out about it, but be careful not to make any changes if you are not sure about the consequences!

Regional settings

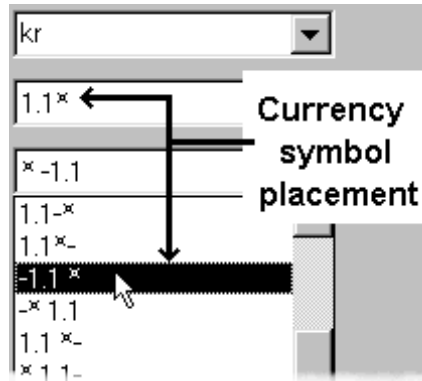
1. Double click the **Regional Settings** icon in the **Control Panel** window.
 2. These options are very important. They let you specify which format your computer should use when showing figures, dates and times.
- On the **Regional settings** tab you can choose which country's standard settings you will use.



3. Choose **Danish**. The **Number** tab will show the character to be used for decimals and as 'digit grouping symbol', along with how negative numbers are to be shown, (English 1,250.00 is 1.250,00 in Denmark and most of Europe).
4. The **Currency** tab shows the symbol used for amounts of money, together with its position (before or after) in relation to the amount.



5. Choose to place the symbol after the amount:



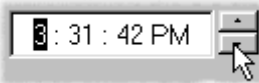
6. Click on the **Apply** button and notice the **Appearance samples** fields at the top of the tab. They show the results of your choices.
7. Look at the **Date** and **Time** tabs. They are self explanatory.
8. Click on the **Regional settings** tab again and choose **English** (plus whichever country's English standard you chose). Click **Apply**.
9. Choose **No** when asked if you want to restart the computer. Changes you make in Regional Settings have to be registered properly by restarting the computer, but as we will return to the original settings in a moment we do not need to restart now.
10. Click on the **Number** and **Currency** tabs and notice that the currency, decimal and digit grouping symbols have all changed. Make sure the currency symbols are displayed in front of the numbers. The format of the date and time have also be altered to reflect the standard used in the country chosen.
11. Choose your original **English** setting again on the **Regional settings** tab.
12. Close the **Regional settings** program.

Date/time

The **Date/time** program lets you set the computer's built in clock.



1. Double click the **Date/time** icon.

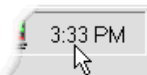


2. The **Date/time** tab lets you change the date and time on your computer's built in clock. Click on the hours in the digital time display to select them.
3. Click on the small up or down arrow to change the time. Use the same method to change the minutes and seconds (click on the minutes, then click on the up or down arrow)
4. On the **Time zone** tab you can specify where on the planet you are. Checking the field **Automatically adjust clock for daylight saving changes** will cause the computer to automatically change to summer and winter time according to the standard of the time zone you have chosen.



5. Close the **Date/time** window.

You can adjust the clock without opening the Control Panel:



1. Try double clicking on the digital clock display on the right of the **Taskbar**:
3. Close the window again by pressing **Esc**.

Your computer clock is just like a battery wrist watch, it will either lose or gain time. So it is a good idea to check the display on the Taskbar and correct it once in a while.

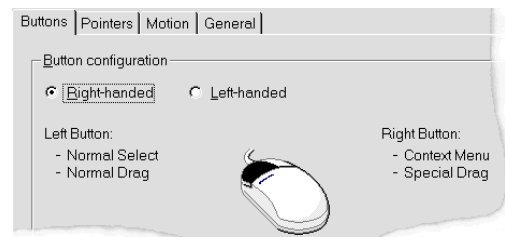
Mouse

If you are left handed, or use your mouse with both left and right hands to stop one hand getting tired, then you can swap the actions of the left and right buttons of the mouse.

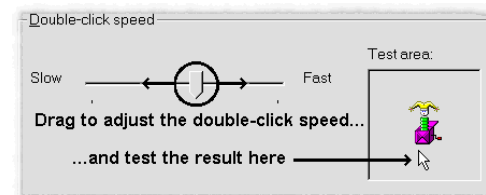
1. Double click on the **Mouse** icon. The window will contain different tabs according to which mouse you use.



2. All depending on which mouse you use, your mouse properties window may look completely different to this one. But you will always be able to find and adjust the same functions as I describe here.

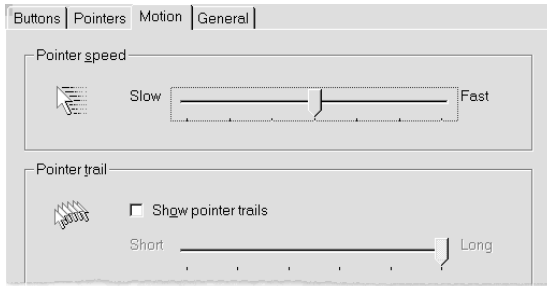


3. You can also adjust the speed of the double click action. It may be a good idea to reduce the speed in the beginning.



4. Double click the little magic box in the **Test area** field to check the double click speed you have set. When the Jack-in-the-box jumps out, then Win98/95 has understood it is a double click. Double click again to put him back in the box. If this does not happen, then you are clicking too slowly (your double click has been understood as two single clicks).
5. Click on the **Pointers** tab and choose a new 'scheme' for your pointer, or choose a different appearance for one of your pointers – try the Help pointer, for example (select the one you want to change and press the **Browse** button).
6. The **Motion** tab lets you change the speed of the mouse pointer and specify whether it should leave 'tracks' behind it when it is moved. The slider in the **Pointer trail** field lets you specify how long these tracks should be. This is mainly usable on some portable computers where

screens cannot display quick movements of the mouse properly.



7. Moving the **Pointer speed** slider to **Fast** means that a slight movement of the mouse causes the mouse pointer to shoot across the screen. Moving it towards **Slow** causes it to move ridiculously slowly. You have to find a balanced speed which will let you work both quickly and precisely.
8. The **General** tab shows you which mouse driver your computer is using. If it says:



9. then the Win98/95 standard driver is being used. If you buy another mouse at some stage, then this driver will often be replaced when the software included with your new mouse is installed. Do not change this tab without a good reason!
10. Click **OK** to close the dialog box and save your changes.

Passwords

This little program lets you specify and change passwords. If you are not attached to a network then this will be a start-up password, which you will be asked to type every time the computer is started.

When you change a password, both the old and the new passwords will need to be typed. If you want to stop using a password, then all you need do is type the old password in the **Old password** field and leave the **New password** and **Confirm new password** fields blank.

Add new hardware

One of the aims in Win98/95 has been to make it as easy as possible to add new accessories to your computer. Ideally a user should not have to worry about technical details, but just plug in the new gizmo, turn the computer on, and—viola—everything works!

Well, that is the ideal...

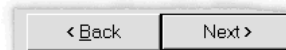
It has not been an easy task to find a solution to this problem, but nevertheless, some progress has been made. How you add new hardware to your computer has much to do with your computer and what sort of hardware it is. Imagine that you have bought a new sound card, and followed the installation instructions. The next time you start your computer the **Add new hardware wizard** will help you configure it (if you have a relatively modern computer, that is).

All you should have to do is follow it step by step. If the wizard does not start automatically, you can force it to do so:

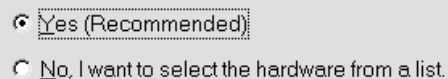
1. In **Control Panel** double click the **Add new hardware** icon.
2. The wizard starts. Click the **Next** button.



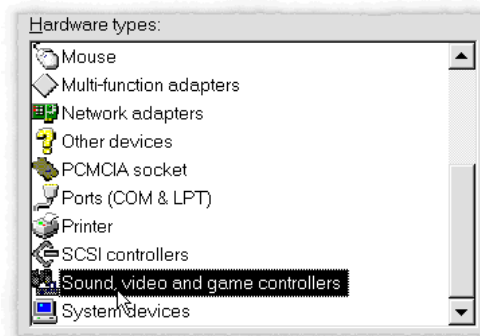
All the wizards you see in Win98/95 have buttons which let you move backwards and forwards from step to step. As soon as you have clicked on the **Next** button, the **Back** button will also become available.



1. The wizard now looks after new 'plug & play' components. These are hardware (expansion cards and accessories) which have been designed according to certain specifications, allowing Win98 (and Win95) to find them and install them, together with all the necessary files and parameters without any input from the user.
2. When the Wizard finds the new hardware, it is shown on a list. If it cannot find any new hardware, then just click on **No, my hardware is not on the list** and click **Next**.



- If you choose **Yes** the wizard will search your machine for 'unknown' (new) components. If it cannot find any it will ask you to specify what you have added.



- In the wizard's next step you should specify or confirm the make and model of your new sound card.
- Every new accessory will include at least one diskette (or CD-ROM). Put the diskette in the diskette drive or the CD in the CD-ROM drive and click on the **Have disk** button (even though it may be a CD-ROM). The installation program on the diskette or CD-ROM will then take over the installation process and do the rest of the work for you. Finally you will be asked to restart your computer (remember to remove the diskette from the diskette drive before restarting).

Generally it has to be admitted that the wizard works very well. Even though you may have thought that adding new components to your machine would be far too technical for you, you will almost definitely be able to manage it without any problems using the wizard.

The system

If installing a new accessory ends up giving problems despite all, then you can take a look in the **System** program.



Even though everything here is a little 'nurdish' it will often show you which part of the machine is giving problems, and make some suggestions about what you can do to solve the problem. The dialog box is the same one displayed when you right click My Computer and choose Properties (see page 49).

If you run into an accessory which is not working correctly I would advise you to call the manufacturer or distributor to get help over the telephone. Their technical support or Help line will probably ask you to look in the System program when you call them.

Add/Remove programs

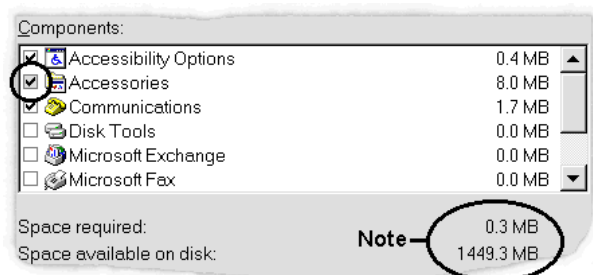
Windows programs

If you buy a new computer with Win98/95 installed (a 'standard installation'), there are many other small programs you can choose to install from the Win98/95 CD-ROM or diskettes at a later time.

- Double click the **Add/Remove Programs** icon. There are three tabs in this dialog box. Choose the **Windows setup** tab.

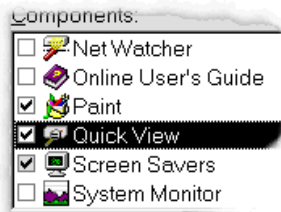


- After a few moments the program will display which Windows components you have installed on your computer. Find the **Accessories** component and select it by clicking on it. The small field to the left of the name may be gray. This means there are further programs available for that option which are not installed on your computer as yet.



- Click on the **Details...** button. Now you can see which components are installed, and which are not.

4. Some components are only on the CD-ROM version of Win98. This includes the **Quick View** program. Select this program if it is shown on your list. (Put a tick in the field to the left of the text by clicking on it). Select any other programs you want to install.
5. Quick View is also included with the CD version of Win95, find it on your installation CD-ROM



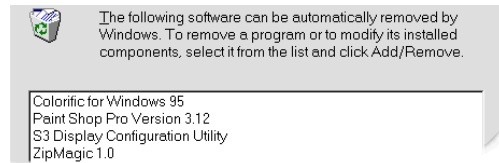
6. Click **OK** to close the **Details** window and **OK** again to close the **Add/Remove Programs** dialog box. You will be asked to insert a Windows diskette or CD-ROM in your machine, and then the programs you want will be installed.
7. You remove Win98/95 components by removing the check mark next to the respective program in the **Details...** dialog box.

But what about programs other than those which are included with Win98? Let us take a closer look at how these are installed.

Install/uninstall

You will usually find instructions for installing a new program in its manual or on its packaging. If this is not the case, then you should use **Add/Remove Programs** in Control Panel. This way Win98/95 keeps track on how a program is installed, which makes Win98/95 able to completely uninstall it again if you decide not to keep the program after a while.

1. Click on the **Install/uninstall** tab.
2. Click on the **Install...** button.
3. A wizard will help you through the installation process.
4. After installing a program you can find it in the list of installed programs in the large field in the lower section of the **Install/uninstall** tab.



If you remove a program by deleting its folders and files using Explorer, a lot of information about the program remains in various places throughout Win98/95's registry database files. This will slow down your computer, both in operation and at start-up time. So do not delete program files using Explorer, always use **Install/uninstall** in the **Add/Remove programs** program in Control panel.

Many newer programs come with their own uninstall programs, which tidy up after themselves. The installation instructions for a program including such an uninstall program may instruct you to use another installation procedure than we have just done. Follow the program's own instructions. After installation the program will add a group to the Start menu.

This program group will typically include an uninstall program.



If all software developers really considered their users they would include an uninstall program with their programs. Unfortunately this is not always the case, and sometimes Win98/95 itself cannot manage to tidy up after all the more or less serious programs there are for sale, or that are included in free CD collections. So think twice about just blindly installing programs which you are not really sure you will use.

Startup disk

Luckily it rarely happens that a computer will not start from its hard disk. Should it suddenly happen to you, then the best solution is to have a diskette at hand containing copies of the vital files for starting your machine. This 'Startup diskette' helps you to get in contact with your hard disk again, and hence with your own files (programs are not important, you can always install them from their diskettes or CD-ROM's again).

When you installed Win98, or the first time you started the machine, you were asked if you wanted to create a Startup disk. If you did not do it then, you should do it now:

1. Start the **Add/remove Programs** program and click on the **Startup disk** tab.
2. You will need an empty diskette and your original Win98/95 diskettes or CD-ROM.
3. Put the empty diskette in the diskette (**A:**) drive.
4. Click on the **Create diskette...** button.
5. Follow the instructions on the screen. If you have Win98/95 on diskette, you will be able to justify calling yourself a disk jockey after this process is finished!



I have 'forgotten' to put my Win98 CD-ROM in my CD-ROM drive, and so get an immediate reaction from Win98.

If the worst happens...

If your computer doesn't start properly, but instead just displays a screen full of error messages, then switch it off, put this Startup disk into the diskette drive and switch the computer on again. After starting you will see a black screen with what is called a DOS prompt displayed:

A:\>

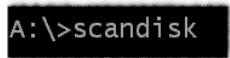
There are many important files on the Start disk. Some of these are special cut down versions which are just good enough to let you contact your computer, but there will be many things which still do not work.

If you have worked with DOS before, you can try experimenting with the old DOS commands.

DOS stands for Disk Operating System, and was the most successful of the operating systems used when the PC was invented 'at the dawn of history'. It is now in version 7, which Microsoft has not paid very much attention to – for quite a while now their aim has been to let DOS disappear completely, as its structure sets strict limits to how a computer can operate.

If you are not used to DOS, then welcome to 'unknown territory'!

The idea of the Startup disk is that it gives you a chance to correct problems on your hard disk or in the Win98/95 configuration. But to do this you must know a fair bit about DOS and computers. My advice is that you just use the **Scandisk** program as here:

1. Type **SCANDISK** and press **Enter**. 
2. The computer checks the hard disk for problems and finally lets you see a report on any problems it has corrected.
3. Now try to remove the diskette from the diskette drive and restart the computer.

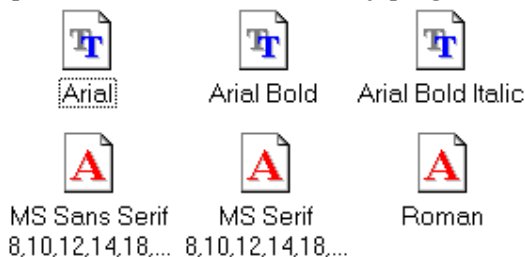
In most cases this will have repaired Win98/95 and you can continue with your work. However you should be prepared for the fact that maybe a program will not work as it did before, and that the computer might be unstable. If this is the case it may be necessary to remove the program in question (**Control Panel, Add/Remove programs**) and install it again. At the same time I *strongly* recommend that you make back up copies of your data on diskette as quickly as you can.

If your computer still does not work, you should call in professional help.

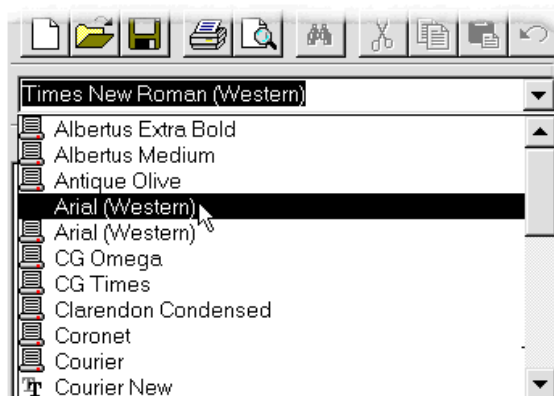
Fonts

Windows98 includes a whole load of fonts in what is called the True Type format, which you can use in all your Windows programs. Many other programs also install fonts when you install them. Over time you will end up with many different fonts, probably too many (I have just checked, I have 178 fonts on my computer – so it is about time I tidied them up a bit!).

1. Double click the **Fonts** icon in Control Panel.
2. Every font is shown as a file. You can work with them like any other file. Each new font installed here will automatically appear in the list of fonts in every program.:



This picture from WordPad shows fonts in the **Fonts** folder. Usually you will only see one name for every font, but the **Fonts** folder may contain a file for every variant (bold, italic, bold italic etc.).



1. Double-click on the **Arial** font in the **Fonts** window. A window showing its appearance is displayed.



1. You can print out a trial by clicking on the **Print** button. Click on the **Done** button.

To find out more about a font, right-click on the font and choose **Properties**.

The icon shows you what sort of format a particular font is in.:

Icons marked with a TT represent True Type fonts. This means that the font looks exactly the same on screen as it will when it is printed out. You can alter its size (the number of points) without any loss of quality and without worrying about whether you can print it out – you can!

The Courier, Modern, MS Sans Serif and MS Serif fonts are *screen fonts*. They are used for text on the screen.

Screen fonts should NEVER be deleted, as this may result in you being unable to read dialog boxes, windows and menus.

Finally there are *printer fonts*, represented by this icon. These are also available in the list of fonts displayed in each program. These fonts are built into your printer and are usually very fast to print out. The only disadvantage is that Win98/95 has to find an approximate match to display on screen – not as accurate as TT.

Adding and removing fonts

Let us assume that you have a font on a diskette, and you want to install it on your computer:

1. In the **Fonts** window, choose **File|Install new font ...**
2. In the **Drive** field specify that the font is to be found in your **A:** drive (or on a CD-ROM). Win98/95 displays the names of the fonts it finds after a moment.
3. You can select the fonts you want to install singly, or together (by clicking on the **Select all** button). The **Copy Fonts to Fonts folder** should be checked.
4. You remove a font by marking its file and pressing **Delete**. This can also be done from Explorer.

You can choose not to see all variations of a font by choosing **View|Hide variations (bold, italic, etc.)**. You will have to turn this option off if you want to delete a font, or you cannot select all its different files.

It is a good idea to move – instead of copying – the fonts you no longer want to use. You can put them in another folder you could call ‘Reserve fonts’.

Different display options

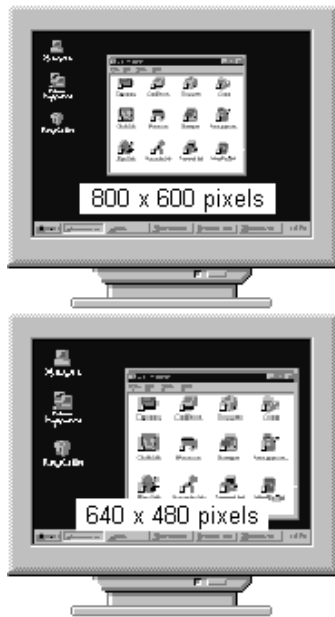
We have already seen how you can alter the appearance of your screen display. That section described how you could change the colors and background of your Desktop. But your screen can also be configured in many other ways. For instance, the resolution of the screen can be altered. Resolution is a measure of how much detail icons and text can be displayed in. The higher the resolution, the more details can be shown. You will quickly get tired of looking at a badly adjusted display. Win98/95 cannot optimize your display – but you will learn to do it here as the last subject of this booklet.

1. Double click on the **Display** icon.
2. There will be a great difference from computer to computer in the number of tabs on this dialog box and what they contain. Inside the computer is a card which manages the display – the graphic card. Included with the card are a number of files, screen drivers, which also define how many tabs the **Display properties** dialog box includes. Some of these drivers are very advanced, and are excellent at managing the quality of your display.
3. No matter what type of graphic card you have, you should have a **Settings** tab. Click on it.



4. The **Colors** field shows how many colors your screen can display in each point (or pixel), and is measured in bits. The **High color (16 bit)** setting can display up to 65,536 colors. More colors demand more of your graphic card.
5. Try swapping between the different options and note that the maximum resolution in the **Screen area** field changes. 256 colors is usually enough, but if you work with pictures then it is best to run at **High Color (16 bit)**. Click **Apply** and restart your computer to see the changes.
6. The **Screen area** field lets you adjust the resolution of your display, which is the number of dots (pixels) both horizontally and vertically, for example 800 pixels by 600 pixels. Drag this to the far right to choose the maximum resolution.

///The effect of a high resolution is that you get a larger effective working area. On the other hand each screen element is smaller, so a high resolution works best on a big screen.



The illustration above shows the different between *Super VGA* (800x600 – left) and standard *VGA* (640 x 480 – right). The higher resolution and more colors you choose, the greater are the demands you make of your graphic card. If you have a large, high quality screen, 17” or more, it is often the graphic card which limits the maximum color depth you can comfortably run at. I would suggest that you choose 256 colors, and the highest possible resolution.

What next...?

There are many ways to learn how to use Win98. I have chosen to concentrate on the subjects and functions I think are the most important to know in order to understand how the program works... and at the same time give you enough knowledge to be able to continue on your own. Win98 is very integrated with the Internet, which is described in our Internet booklets.

The most important thing for me and the publisher is that the learning process does not finish with the last page in this booklet...so if you are now enthusiastic enough to keep exploring Win98’s many facilities and options and are not nervous about doing the same with other Windows programs, my aim has been fulfilled.

I wish you many enjoyable hours with
Windows and your computer...

General Windows keys

F1	Help.
F2	Edit text.
F3	Find.
ALT+F4	Close a program.
F5	Update screen display.
F10	Activate menu line.
SHIFT+F10	Open object menu.
Ctrl + F10	Activate the Menu line.
F12	Save as in programs (for example WordPad)
ENTER	Choose the button with focus.
DELETE	Delete.
SHIFT + DELETE	Delete without involving the Recycle Bin.
TAB	Move to the next field in a dialog box.
SHIFT+TAB	Move to the previous field in a dialog box.
ALT+TAB	Move to the previous window (hold ALT down while pressing TAB)

ESC	Cancel a command and close a dialog box.
ALT+↓	Open a drop down list in a dialog box.
CTRL + ESC	Opens the Start menu.
CTRL + A	Select objects in window.
CTRL+B	Add or remove bold formatting to selection.
CTRL+C	Copy the selection.
CTRL+I	Add or remove <i>italic</i> formatting to selection
CTRL+S	Save command
CTRL+U	Add or remove <u>underlining</u>
CTRL+V	Insert the selected area
CTRL+X	Cut the selected area out
CTRL+Z	Undo an action

There are many other shortcut keys you to be used in Windows.

When you want to master these, and let the cat play with the mouse, then search Windows help for 'Shortcut keys' – and read the KnowWare booklet *Escape from the Mousetrap*.
(free download from www.knowware.dk)

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