



# WINDOWS 95

*Windows 95 is the Operating System that opens programs and documents, rearranges the contents of folders and disks, and copies text and graphics.*

## New to Windows 95?...

- Take the 10 minute interactive introduction. Just aim the mouse pointer at the **Windows Tour** button on the WELCOME TO WINDOWS 95 box...and click.
- The **What's New** button will help those moving from Windows 3 to Windows 95.
- Use the **Next Tip** button to learn more about Windows 95.
- **HELP** is available on-line. Use the Start menu, then click on Help.

## The Desktop...

No matter what brand of computer you have, what hardware you use, or what software is installed, the Windows 95 desktop always includes at least these four items:

- **My Computer** is an icon that represents your computer -- its disk drives, attached printer, etc. You can "open" the icon to work with disks and files.
- The **Recycle Bin** is a container in which Windows 95 deposits all the files you throw away (delete). Because the Recycle Bin actually saves deleted files on your hard disk, you have the ability to retrieve -- recycle -- a file you accidentally tossed away. Periodically, it is important to dispose of the contents by emptying the bin.
- The **Start** button gets you going. When you click the **Start** button, a series of menus opens that list program, documents, and special commands that help you start

programs, customize your computer, find files, and do other essential tasks.

- The **taskbar** is the gray bar at the bottom of the desktop. Here, Windows 95 places a button for each window you open. Because buttons for all open windows appear on the taskbar, you can easily switch from one program to another by clicking the button you want.

## The Mouse...

**CLICK**...Quickly press and release the left mouse button.

**DOUBLE-CLICK**...Press and release the left mouse button twice -- quickly and without moving the mouse.

**DRAG**...Place the mouse pointer on an object, press and hold a mouse button, roll the mouse, and then release the button. You drag to move an object from one place to another.

## Windows...

**ACTIVE vs. INACTIVE**...The active window is always the one with a dark blue title bar (the band across the top of the window). If windows overlap, the active window is always the one on top of the pile.

**CHANGE THE VIEW**...Place the mouse pointer on a blank part of the taskbar, and right-click. Click **Cascade** or **Tile** to view your windows a different way. Go back to the taskbar and select undo if you don't like the results.

### The Right Mouse Button...

Right-clicking an object in Windows 95 opens a “popup” menu that lists only those commands that are applicable to that particular object. Right click on everything...to see what Windows 95 allows you to do!

### Shut Down...

**ALWAYS** choose **Shut Down** from the **Start** menu before turning off your computer.

### My Computer...

Double-click the icon to show the parts of your computer, including disk drives on which you store programs and data, a **Printers** folder containing icons for your printers, and a **Control Panel** folder through which you can add new hardware, software, and different ways of working.

### Files & Folders...

Files are usually arranged in folders.

**Files** come in two basic types, *program files* and *data files*. Program files contain the instructions and associated information that make up a program. Data files, such as letters and graphic images, contain information.

**Folders** are “containers” much like a manila paper folder that you use to hold a collection of related files.

**“My Computer” is especially useful for managing files and folders.**

**To create a new folder**, choose **New** from the **File** menu. Click **Folder**. The blinking highlight on the folder’s name allows you to assign a name of your own.

### Shortcuts...

A **shortcut** is actually a small disk file that tells Windows 95 the path to wherever the actual object is stored.

**To create a shortcut**, select the icon for the resource you want. Right-click, drag, drop, and choose **Create Shortcut** from the popup menu.

Shortcuts are always identified by a small arrow in the lower left corner.

### Restoring vs. Undoing...

Use the **Restore** command to “undelete” files and folders.

**Undo** is a general-purpose command. It exists to allow you to reverse your latest action.

### About Deleting...

Windows 95 lets you delete documents, shortcuts, folders, and files. Although deletions from your hard disk move to the Recycle Bin by default, it pays to remember that not all deletions are equal...

- If you hold down Shift and press the **Del** key to delete, Windows 95 **permanently** removes the file(s) you’re deleting. This happens whether you’re deleting from a floppy or from your hard disk!
- If you do delete files from floppies, those files are NOT saved in the Recycle Bin!

### What’s Windows Explorer?

It’s command central where you can view and work with the contents of any desktop icon, disk, or folder on your computer or on the network.

Computing Services can be reached...

On the Web: [www.sfsu.edu](http://www.sfsu.edu) Under “Information Technology”

E-mail: [training@sfsu.edu](mailto:training@sfsu.edu) Help Desk: x 81420