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MODULE - 6

**EXPLORING
HANDY FEATURES
OF WINDOW 95**

by

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1.0 INTRODUCTION

Windows 95 (W95) is the Microsoft Corporation's latest upgrade to its popular software, which has been generically named Windows. Windows is a class of software called a GUI (graphical user interface). Here you interact with your computer to do things like entering data or running programs like the spelling checker using the graphical interface. On most computers, the hardware part of the interface consists of your screen and the keyboard. But the software part of the interface determines what things look like on the screen, how you give commands such as "check the spelling" or "print this report" to the computer, how you flip between pages of text, and so forth. W95 is a graphical operating system much like Windows 3.1, with a facelift and reliability improvements. W95 will run DOS, Windows 3.0 and 3.1, and some Windows NT 32-bit applications. It will be running powerful 32-bit Windows 95 programs as they appear on the market. W95 is not planted on top of an old version of MS-DOS, but rather on a modern DOS designed to work hand-in-hand with Windows 95. The new DOS/Windows 95 combination is a full-fledged graphical operating system in its own right, not a GUI tacked on top of an existing OS.

Some of the features of W95 are :

- Is a multithreaded and pre-emptive multitasking operating system, which means it can run multiple applications simultaneously more smoothly than did Windows 3.1, especially if those programs are of the new breed of 32-bit applications written for W95 or Windows NT.
- Has major portions of the operating system written in 32-bit code, taking better advantage of the Intel 80386, 80486, and Pentium processors. The memory manager, scheduler, and process manager are all 32-bit. However, some sections of the operating system are written in 16-bit code to ensure compatibility with existing 16-bit applications.
- Supports long file names rather than the severely limited eight-letter (8.3) file names used by DOS. In Windows 95, files can have names up to 255 characters long. This applies even to files used and created in DOS boxes.

- Stores the bulk of important hardware settings, system settings, applications settings, and user-rights settings in a central location called the Registry. These settings were previously stored in a number of different files such as Autoexec.bat, Config.sys, Win.ini, and System.ini files.
- Supports installable 32-bit file systems, allowing easier future expansion of Windows 95 to incorporate other file-system schemes. It also ensures faster disk performance than the 16-bit file system used by Windows 3.1 and DOS.
- Is more proficient at cleaning up after a faulty application crash, thus preventing Windows from crashing altogether. If a program crashes, you can eliminate it from the task list without affecting other running applications. Memory and other resources the application was using are freed for use by the system.
- Automatically adapts more fully to the hardware it is running on and thus requires less fine-tuning to take full advantage of your particular computer setup, available disk space, amount of RAM, and so forth.
- Provides much more conventional memory space for DOS applications by implementing device drivers such as SmartDrive, mouse drivers, share.exe, CD-ROM, and SCSI device drivers as 32-bit VxDs handled by W95. This means that with W95 there's less chance of running out of memory space for your DOS applications.
- Includes built-in peer-to-peer networking only with more-efficient 32-bit network drivers as well as support for the increasingly popular TCP/IP protocol for accessing Unix-based systems such as the Internet.
- Incorporates Object Linking and Embedding version 2.0. This allows you to easily create fancy compound documents combining information from several different application programs, especially when using applications that support OLE 2.0.
- Is more document-centric than Windows 3.1. This means that the new Windows user

interface lets you organize your work on the computer by organizing your documents on the Desktop or in folders, then clicking on them to open them.

- Offers workstation security (within limits), some useful administration tools, and system tools (such as disk doublers) and comes with more than a handful of useful (though limited) accessory applications.
- Supports the new Plug-and-Play standard being developed by PC makers that allows you to simply plug a new board (such as a video or network card) into your computer without having to set switches or make other settings. Windows 95 will figure out what you plugged in and set up hardware automatically.
- It comes with a disk-compression program you can easily run in Windows, essentially doubling your hard-disk space. Disk doubling can be used on floppies, too, making a 1.44-MB disk store up to 2.88 MB. The compression/decompression tool is much more facile to use than in previous incarnations of DOS or Windows, letting you easily change the size of compressed partitions.
- Has new improved interface, e.g., *Start button* which quickly opens programs, find documents, and system tools and *Task bar* which is used to switch between programs as easily as changing channels on T.V.
- Has a powerful tool named *Windows Explorer* which is a powerful way to browse through and manage files, drivers and network connections and *Improved Games & Multimedia Support* to provide for faster video capability for games and better performance for playing video and sound files.

The multitasking works much the same way you do when you're driving a car, listening to the radio, and having a conversation with a friend. The computer's "attention" switches very rapidly among the jobs it's doing. In the computer, attention to a job occurs when the CPU chip turns its attention on that job and begins processing it. This is called giving the task "CPU time". Windows 3.1's multitasking style is referred to as cooperative multitasking. On the other hand, Windows 95's preemptive multitasking doesn't leave control

of the CPU up to the applications, but rather gives this responsibility to the operating system itself. Thus, Windows 95 can pre-empt one program's CPU time and democratically allot it to another whenever Windows 95 deems necessary. Because the operating system itself also needs attention from the CPU to keep the basics of the computer going, it can also demand CPU time as it sees fit. The overall effect of preemptive multitasking is to ensure that you can keep working with a minimum of instances of the old hourglass cursor telling you to wait. Also, application mixes that might have previously caused problems in Windows 3.1 shouldn't cause even a hiccup in Windows 95. Background communications sessions, for example, shouldn't drop data while other CPU-intensive tasks are running.

Every task that Windows 95 performs, whether it's copying a file, calculating a statistical average, accessing the system's clock, or fetching some data from RAM, can be referred to as a process. During any given time period, Windows is busily performing and switching between these processes. Thus, processes are for all intents and purposes identical to tasks. In Windows 95 (as well as in NT), processes are further divisible into threads. Although most processes contain only a single thread, this isn't always the case. A single process can consist of multiple threads if the programmer writes it that way.

2.0 PARTS OF THE WINDOWS SCREEN

Now let's take a quick look at the three basic parts of the Windows start-up screen: the Desktop, icons, and the Taskbar. These parts are seen in the figure below. Once you understand these three essential building blocks (and one other-window-which you'll see in a few minutes) you'll begin to get a feel for how Windows works.

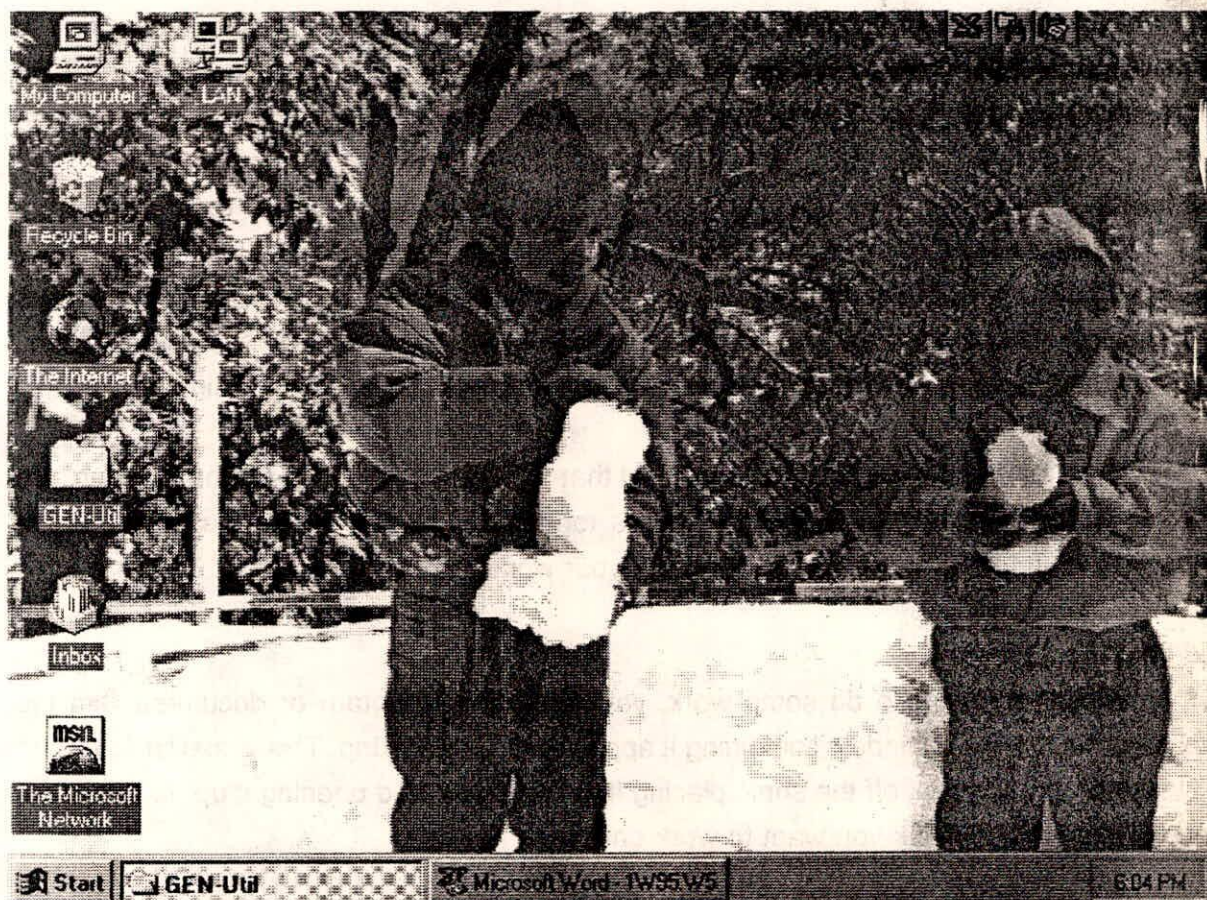


Fig. 1 The Windows Start-up Screen

2.1 The Desktop

The Desktop is the overall work area while in Windows. It's called the Desktop because Windows uses your whole screen in a way that's analogous to the way you'd use the surface of a desk. As you work in Windows, you move items around on the Desktop, retrieve and put away items (as if in a drawer), and perform your other day-to-day tasks. You do all of this using graphical representations of your work projects.

You can put your favourite (e.g., most oft-used) items on the Desktop so getting to them requires less hunting around. Each time you run Windows, those items will be right there where you left them. This is a useful feature of Windows 95.

2.2 Icons

Icons are the second basic element of the Windows screen. Along the left side of your Desktop, you'll see a few icons (for example, My computer, Recycle Bin, Gen-Util etc.). Icons are small symbols with names under them. Windows 95 uses icons to represent folders, documents, and programs when they are not currently opened up and running.

Icons that look like file folders are just that—folders. Folders, just like on the Mac, are used to keep related documents or programs together. You can even have folders within folders, a useful feature for really organising your work from the top down.

3.0 What Is a Window

When you want to do some work, you open up a program or document with the mouse or keyboard, a window containing it appears on the Desktop. This is similar to pulling a file folder or notebook off the shelf, placing it on the desk, and opening it up. In Windows, you do this for each task you want to work on.

Just as with a real Desktop, you can have a number of project windows scattered about, all of which can be in progress. You can then easily switch between your projects, be they letters, address lists, spreadsheets, games, or whatever. This is unlike old-style PC computing under DOS where you have to "put away" one project before opening the next.

Another feature designed into Windows is that it can be instructed to remember certain aspects of your work setup each time you quit. For example, if you use a certain group of programs regularly, you can set up Windows to come up with those programs already running—or ready to run with just a click of the mouse. Programs you use less frequently will be stored away within easy reach without cluttering your Desktop.

3.1 Types of Windows

Now let's look a little more closely at the various parts of the Desktop. There are three types of windows that you'll encounter while working: application windows, document windows, and folder windows.

3.1.1 Application Windows

Application windows are those that contain a program that you are running and working with, such as Microsoft Word, Excel, PC Paintbrush, WordPerfect, and so on. Most of the work that you do will be in application windows. Figure 2 shows a typical application window

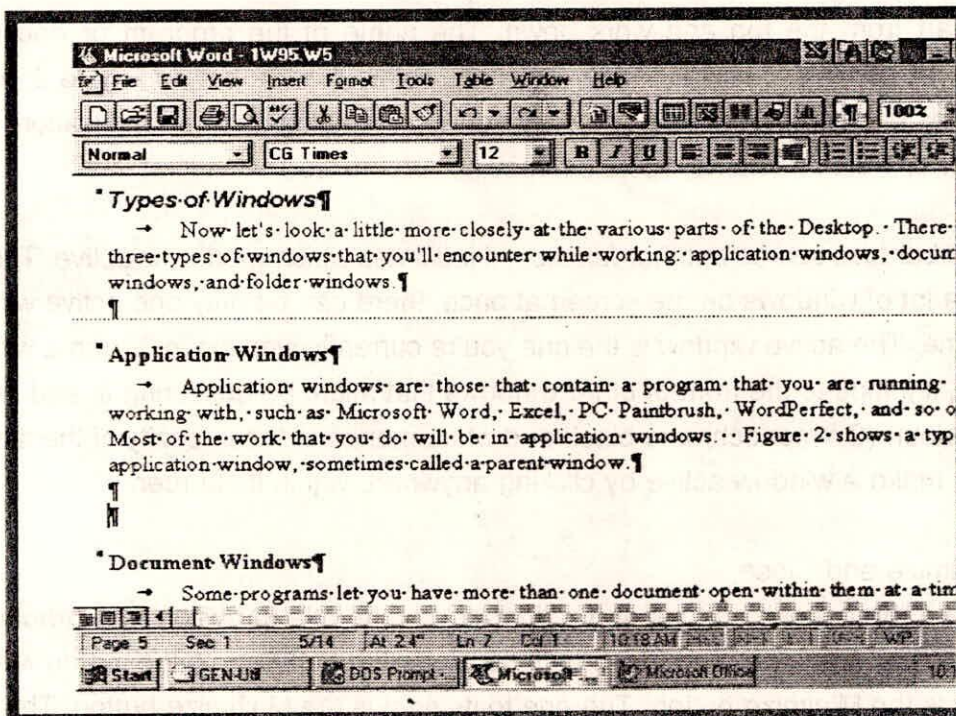


Fig. 2 An application window

3.1.2 Document Windows

Some programs let you have more than one document open within them at a time. For example the spreadsheet program Microsoft Excel. It allows you to have several spreadsheets open at once, each in its own document window. Instead of running Excel several times in separate application windows, (which would use up too much precious RAM) you just run it once and open several document windows within Excel's main window.

3.2 Anatomy of a Window

Let us consider the parts of a typical window. All windows have the same elements in them, so once you understand one of them, the rest is very easy.

3.2.1 The Title Bar

Let's start from the top and work down. The name of the program or document appears at the top of its respective window, in what's called the title bar. In Figure 2, notice the title bar reads Microsoft Word - 1W95.W5. If you were running another application, such as WordPerfect or Paint, its name would be shown there instead.

The title bar also serves another function: it indicates which window is active. Though you can have a lot of windows on the screen at once, there can be only one active window at any given time. The active window is the one you're currently working in. When a window is made active, it jumps to the front of other windows that might be obscuring it, and its title bar changes colour. (On monochrome-black and white-monitors, the intensity of the title bar changes). You make a window active by clicking anywhere within its border.

Minimize, Maximize and Close

There are three small buttons at the right end of the title bar with small graphics in them — the Minimize, Maximize and Close buttons. Referring to Figure 2, the button with the skinny line in it is the Minimize button. The one to its right is the Maximize button. The third one is called the Close button. These are little control buttons with which you quickly change the size of a window.

After a window has been maximized, the Maximize button changes to the Restore

button. Restore buttons have two little boxes in them. (Restored size is neither full screen nor minimized. It's anything in between).

There are essentially three sizes that a window can have :

Minimized: the window becomes an icon at the bottom of the Desktop (or of the application's window if it's a child window), where it's ready to be opened again but takes up a minimum of screen space.

Normal: the window is open and takes up a portion of the Desktop, the amount of which is determined by how you manually size the windows, as explained in the next section. This is also called the restored size.

Maximized: the window takes up the whole Desktop. When you maximize a document window, it expands to take up the entire application window. This may or may not be the entire screen, depending on whether the application's window is maximized.

You manually resize a window using these steps: Carefully position the cursor on any edge or corner of the window that you want to resize. The lower-right corner is easiest on windows that have a little triangular tab there, designed just for resizing. (You'll only see this feature in newer programs, though, or those supplied with Windows95). When you are in the right position, the cursor shape changes to a two-headed arrow. Press the left mouse button and hold it down. A "ghost" of the window's outline moves with the arrow to indicate that you are resizing the window. Drag the window edge or corner to the desired position and then release the mouse button.

3.2.2 The Control Box

Every title bar has a little icon at its far left side. This is the Control box. It has two functions. First, it opens a menu, called the Control menu. Second, the Control box for a program or document will close the window (terminate the program or close the document) when you double-click on it.

3.2.3 Scroll Bars, Scroll Buttons, and Scroll Boxes

On the bottom and right edges of many windows, you'll find scroll bars, scroll buttons, and scroll boxes. These are used to "pan across" the information in a window: up, down, left, and right. This is necessary when there is too much information (text or graphics) to fit into the window at one time. For example, you might be writing a letter that is two pages long. Using the scroll bars, you can move around, or scroll, within your document to see the section you're interested in, as two full pages of text won't be displayed in a window at one time. Scrolling lets you look at a large amount of data through what amounts to a small window -- the screen.

Scroll bars have a little box in them called the scroll box, sometimes called an elevator. Just as an elevator can take you from one floor of a building to the next, the scroll bar takes you from one section of a window or document to the next. The elevator moves within the scroll bar to indicate which portion of the window you are viewing at any given time. By moving the elevator with the mouse, you cause the document to scroll.

3.3 Selecting Menu Commands

Once a menu is open, you can select any of the commands in the menu that aren't dimmed (dimmed choices are explained below). When a menu is open, you can select a menu command in any of these ways :

- By typing the underlined letter in the command name.
- By sliding the mouse down and clicking on a command's name
- By pressing the down-arrow or up-arrow keys on your keyboard to highlight the desired command name and then pressing Enter.

You can cancel a menu (that is, make the menu disappear without selecting any commands) by simply pressing the Esc key or by clicking anywhere outside of the menu.

A Grayed (Dimmed) Command Name

When a command is shown as grayed, or dimmed, it means that this choice is not currently available to you. A command can be dimmed for a number of reasons. For example,

a command for changing the typestyle of text will be grayed if you haven't selected any text. Other times, commands will be grayed because you are in the wrong program mode. For example, if a window is already maximized, the Maximize command on the Control menu will be dimmed because this choice doesn't make sense.

Ellipses(...)

Ellipses next to a command means that you will be asked for additional information before Windows or the Windows application executes the command.

A Check Mark (✓)

A check mark preceding a command means the command is a toggle that is activated (turned on). A toggle is a command that is alternately turned off and on each time you select it. Each time you select one of these commands, it switches from active to inactive.

A Triangle (▲)

A triangle to the right of a menu command means that the command has additional subchoices for you to make. This is called a cascading menu (because the next menu starts to the right of the previous one and runs down from there, a bit like a waterfall of menus).

A Dot

A dot to the left of the command means that the option is currently selected and is an exclusive option among several related options.

A Key Combination

Some menu commands list keystrokes that can be used instead of opening the menu and choosing that command.

4.0 WHAT'S ON WINDOWS-95 SCREEN

Depending upon how the Windows is set up, various items appear on Desktop whenever the Windows is started. Some of the typical icons are:

My Computer : By double clicking this icon, computer contents can be seen and files can

be managed.

Network Neighbourhood : By double clicking this icon, the user can see available resources on the network, if the computer is connected to any of the network.

Recycle Bin : The Recycle Bin is a temporary storage place for deleted files. User can use it to retrieve files deleted by mistake.

Start button : The user can click start button on the task bar to start a program, open a document, change system settings, get Help, find items on computer.

4.1 The Start button and Taskbar

The start button and Taskbar are located at the bottom of screen when Windows starts for the first time. By default they are always visible when Windows is running. The Taskbar can be placed at any of the four edges of the screen and can be set to disappear if desired. It has two main functions : as a program launcher and a task switcher. It is also a status bar, containing (optionally) a clock, printer status, and audio volume setting.

4.1.1 Starting with the Start Menu

When the user clicks on Start button a Menu comes which contains everything that is needed to begin using Windows as seen in Fig. 3.

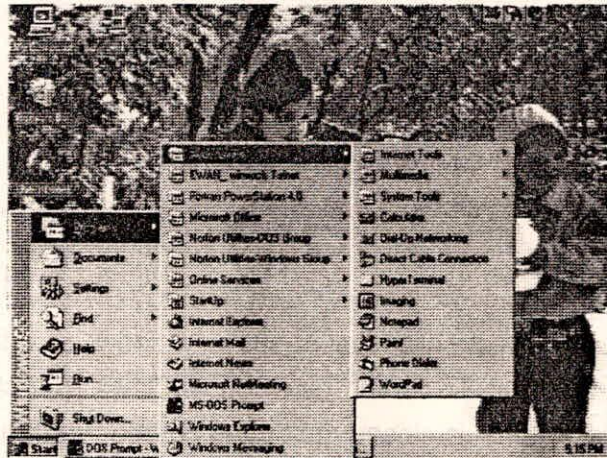


Fig. 3 Running a program using the Start Button

The typical options in this menu and the task they perform are given below:

<u>Command</u>	<u>Will Do this</u>
Programs	Displays a list of programs to start.
Documents	Displays a list of documents opened previously.
Settings	Displays a list of system components whose settings can be changed.
Find	Enables to find a folder, file, shared computer, or mail message.
Help	Starts Help. User can use help contents, Index, or other tabs to find out how to do a task in Windows.
Run	Starts a program or opens a folder when user types a MS-DOS command.
Shut down	Shuts down or restarts computer, restarts computer in MS-DOS mode or logs off.

Depending on Computer and the set up a user has chosen, users may see additional items on the menu.

4.1.2 To start a Program

- (i) Click the start button and then point to Programs.
- (ii) Point to the folder that contains the program, and then click the program.

4.2 The Task Bar

Every-time user starts a program or opens a window, a button representing that window appears on the Taskbar. To switch between windows, just click the button for the required window. When a window is closed, its button disappears from the task bar.

Depending on what task user is working on, other indicators can appear in the notification area on the task bar, such as printer representing print job or a battery representing power on portable computer. At one end of the Taskbar is the clock. To view or change settings, just double click the clock or any of the indicators.

4.3 Opening a Document

There are several methods to open documents in Windows. Two methods are described below:

To open document from within program

- i) On the file menu, click open.
- ii) To open a document in different folder, click the arrow next to the look in box, and then click the disk that contains the folder.
- iii) Click the folder that contains the document to open and then click open. Scroll to see more folders.
- iv) Click the document to open, and then click open.

To open a Document by using the Documents menu

- i) Click the start button, and then point to Documents.
- ii) Click the name of document to be opened.

4.4 Changing System Settings

Using the Control Panel, the user can change the way Windows looks and works.

- i) Click the start button and the Point to Settings.
- ii) Click Control panel.
- iii) Double-click an icon to see the settings user can change.

4.5 Finding Something on Computer

When the user doesn't know where a document or folder is he can use find command to find and open it.

- i) Click the start button and then point to Find.
- ii) Click files or Folders.
- iii) Click the Named box, and then type the name of the file or folder which is to be found.
- iv) To specify where to search, click the arrow next to the look In box, or click Browse.
- v) To start the search, click Find Now.

4.6 Getting Help

On line help is essential for learning and using Windows. There are two kinds of Help : Help about a specific procedure and Help that gives information about what is on the screen.

4.6.1 To find Help through the contents

- Click the contents tab to find topics grouped by subject, and then follow the instructions on screen.
- To return to the list of topics, click Help Topics.

4.6.2 To find Help through the Index

- Click the Index tab to find topics listed alphabetically and then follow the instructions on screen.
- To return to the list of topics, click Help topics.

4.6.3 To find Help topics containing a word or phrase

- Click the Find tab to find all topics that contain a specific word or phrase, and then

follow instructions on screen.

4.6.4 To get Help on a specific Item

- For information about an item in a dialog box, click? and then click the item.
- A pop-up explanation appears. Click it to make it disappear.

4.7 Starting a Program by Using the Run Command

When the user knows the path of the program he wants to start, he can use run command to start it easily. Click the Start button and then click Run. Type the name of the program, folder, or document user want to open. Or click Browse to look for the item.

4.8 Shutting Down Computer

To avoid damaging files, always shut down Windows before turning off Computer. Click the start button, and then click shut down. Click Yes. If a opened document has not been saved, the windows prompts to save changes. If an application is still running, Windows prompts to close it. A screen message lets user know when he can safely turn off his computer.

5.0 CUSTOMIZING WINDOWS

There are numerous alterations one can make to customize Windows to his liking — adjustments to screen colors, modems, mouse speed, passwords, key repeat rate, fonts, and networking options, to name just a few. Most of these adjustments are not necessities as much as they are niceties that make using Windows just a little easier. Others are more imperative, such as setting up Windows to work with your brand and model of printer, setting up Microsoft Exchange preferences for your e-mail, or getting your mouse pointer to slow down a bit so you can reasonably control it.

Preferences of this sort are made through Windows 95's **Control Panel**. Once you change a setting with the Control Panel, alterations are stored in the Windows configuration Registry. The settings are reloaded each time you run Windows and stay in effect until you change them again with the Control Panel.

A few Control Panel settings can be altered from other locations throughout Windows. For example, you can set up printers from the Start ⇒ Settings ⇒ Printers command, you can make MS-Exchange settings from within Exchange, and you can change your screen's settings by right-clicking on the Desktop. However, such approaches essentially run the Control Panel option responsible for the relevant settings, so the Control Panel is still doing the work. Running the Control Panel to make system changes is often easier because it displays in one place all the options for controlling your system.

In your Control Panel there will be as many as twenty or so items to choose from, depending on the hardware in your computer and which items you opted for during installation of Windows 95. As you add new software or hardware to your system, you'll occasionally see new options in your Control Panel too. Each icon in the Control Panel represents a little program (called an applet) that will run when you double-click on it, typically bringing up one or more dialog boxes for you to make settings in. Below is a list of all the standard Control Panel applets and what they do.

Accessibility Options Lets you set keyboard, mouse, sound, display, and other options that make a Windows 95 computer easier for you.

Add New Hardware Installs or removes sound, CD-ROM, video, MIDI, hard- and floppy-disk controllers, PCMCIA sockets, display adapters, SCSI controllers, keyboard, mouse, printers, ports, and other device drivers.

Add/Remove Programs You can add or remove modules of Windows 95 itself and sometimes add or remove other kinds of programs. It also lets you create a start-up disk to start your computer with in case the operating system on the hard disk gets crashed accidentally.

Date/Time Sets the current date and time and which time zone you're in.

Display Sets the colors (or gray levels) and fonts of various parts of Windows' screens, title bars, scroll bars, and so forth. Sets the background pattern or picture for the Desktop. Also allows you to choose the screen saver, display driver, screen resolution, and energy-saving

mode (if your display supports it).

Fonts adds and deletes typefaces for your screen display and printer output. Allows you to look at samples of each of your fonts.

Keyboard sets the rate at which keys repeat when you hold them down, sets the cursor blink rate, determines the language your keyboard will be able to enter into documents, and lets you declare the type of keyboard you have.

Mail and Fax This applet lets you manage the groups of settings that control how your faxing and e-mail are handled.

Modems Lets you add, remove, and set the properties of the modem(s) connected to your system.

Mouse Sets the speed of the mouse pointer's motion relative to your hand motion and how fast a double-click has to be to have an effect. You can also reverse the functions of the right and left buttons, set the shape of the various Windows 95 pointers, and tell Windows 95 that you've changed the type of mouse you have.

Multimedia Changes the Audio, MIDI, CD music, and other multi-media device drivers, properties, and settings.

Network Function varies with the network type. Typically allows you to set the network configuration (network card/connector, protocols and services), add and configure optional support for Novell, Banyan, Sun network support, and network backup hardware, change your identification (workgroup name, computer name), and determine the manner in which you control who gains access to resources you share over the network, such as printers, fax modems, and folders.

Passwords Sets up or changes log-on passwords, allows remote administration of the computer, and sets up individual profiles that go into effect when each new user logs onto

the local computer.

PCMCIA Lets you stop PCMCIA cards before removing them, set the memory area for the card service shared memory (very unlikely to be needed), and disable/enable the beeps that indicate PCMCIA cards are activated when the computer boots up.

Printers Displays the printers you have installed on your system, lets you modify the property settings for those printers, and lets you display and manage the print queue for each of those printers. Use this applet to install printer drivers. (Installing new printer drivers and managing the print queue are covered later).

Regional Settings Sets how Windows displays times, dates, numbers, and currency.

Sounds turns off and on the computer's beep or adds sounds to various system events if your computer has built-in sound capability. Lets you set up sound schemes-preset collections of sounds that your system uses to alert you to specific events.

System Displays information about your system's intervals-devices, amount of RAM, type of processor, and so forth. Also lets you add to, disable, and remove specific devices from your system, set up hardware profiles (for instance, to allow automatic optimization when using a docking station with a laptop), and optimize some parameters of system performance such as CD cache size and type. This applet also provides a number of system-troubleshooting tools.

5.1 Customizing Start Button Menu

A user can customize the Start Button by putting his favourite programs and documents on the Start button's menu.

5.1.1 Adding a program to the Start menu

To add a program to the Start menu, click Start ⇒ Settings ⇒ Taskbar ⇒ Start Menu Programs. Now choose Add and in the Create Shortcut dialog box, enter the path to the program. W95 will prompt for an identifier of the program and the folder where this program

is to be placed. It also provides a number of icons, one of these could be selected to represent the program. W95 will create a shortcut to the program and place it appropriately on the Start button's opening menu.

5.1.2 Removing an Item from a Menu

There will no doubt be times when you'll want to remove an item from one of your Start button menus, such as when you no longer use a program often enough to warrant its existence on the menu. Note that moving an actual program or a document from one folder to another isn't reason enough to delete its choice on a Start menu. This is because shortcuts in Windows 95 are "self-healing". If an item that a menu item points to has been moved to another drive, directory, or computer, choosing the menu command results in a "Missing Shortcut" message. Windows 95 can scan the hard disk(s) looking for the item. If the item has been moved rather than deleted, Windows 95 will find it, responding with a dialog box asking whether you want to repair the shortcut path. Just click on Yes, and the shortcut on your Start menu will be repaired.

To remove an item :

1. Choose Start ⇒ Settings ⇒ Taskbar ⇒ Start Menu Programs ⇒ Remove.
2. Windows 95 comes with a dialog box. In the list that appears, locate the folder and item you want. All items with plus signs are folders that have sub-items. Clicking on the + sign to the left Accessories will display all the program items on the Accessories submenu. Clicking on the minus (-) sign close up the folder. Items that normally list on the first Start button menu are at the bottom of the list. You may have to scroll down to see them.
3. Click on the item you want to remove. It can be a folder name or an individual item in the folder. Note that removing a folder removes all the sub-items in the folder.

5.2 Organizing Files and Folders

5.2.1 Making New Folders

You can create new documents simply by right-clicking on the Desktop, choosing New, then choosing the type of file you want and naming it. Then you double-click on it to start entering information into the document. Or, you can create documents from within your

programs and save them on disk using commands in the programs. In either case you're likely to end up with a lot of documents scattered around your hard disk, or worse yet, a lot of documents lumped together in the same directory with no sense of organization. Many people do not have a clear idea where their files are. Saving all your files in one directory without sorting them into folders makes creating backups and clearing off defunct projects that much more confusing. It's difficult enough to remember which files are involved in a given project without having to sort them out.

Admittedly, organizing files is a necessity to know where things are, for ease in taking backups, and it is less likely to accidentally erase your important files. Probably the most intuitive way for most people to organize their work is to do it right on the Desktop. You can create as many folders as you like right there on the Desktop, name them what you like. First, let us see how to create a new folder.

1. Right-click on the Desktop. Choose New from the resulting menu, then Folder.
2. A new folder appears, called New Folder. Its name is highlighted and ready for editing. Whatever you type will replace the current name.
3. Open the folder by double-clicking on it.

You can create new folders within other folders using the same technique. That is, open the destination folder's window by double-clicking on it. Then right-click on an empty area inside the folder's window and choose New ⇒ Folder.

5.2.2 Moving and Copying Items between Folders

Now that a new folder is created on the Desktop, one can start putting stuff into it.

1. Open the destination folder.
2. Size and position the destination folder's window so you will be able to see the folder(s) you put in it.
3. Repeatedly drag folders from the Desktop inside the perimeter of the destination folder's window. Be careful not to drop items on top of one another. Doing that will put the dropped item inside the item under it.

5.2.3 Moving vs Copying

When you drag an item from one location to another, Windows 95 does its best to figure out if you intend to copy it or move it. As you might surmise, copying means making a replica of the object. Moving means relocating the original. The general rule about moving vs. copying is simple. When you move something by dragging, the mouse pointer keeps the shape of the moved object. But when you copy, the cursor takes on a + sign. To switch between copying and moving, press the Ctrl key as you drag. In general, holding down the Ctrl key causes a copy. The + sign will show up in the icon so you know you're making a copy. Pressing Shift as you drag ensures that the object is moved, not copied.

5.3 Deleting Items

It is necessary to delete items, like the old reports. Regular file deletion is very important if you don't want to become strapped for disk space. The same rule will apply to deleting other objects as well.

5.3.1 To Delete a File

- Select the file in its folder, on the Desktop, in the Find box, or wherever it is.
- Windows 95 has a Recycle Bin. Just drag the item over the Recycle Bin and let go. Alternatively, press the Del key on your keyboard, or right-click on the item and choose Delete from the resulting menu. You'll be asked to confirm the deletion.
- Choose appropriately. If you choose Yes, the item goes into the Recycle Bin.

5.3.2 To Delete a Folder

Deleting a folder works much the same way as deleting a file. The only difference is that deleting a folder deletes all of its contents. When you drag a file over to the Recycle Bin, or delete it with one of the other techniques explained above, you'll see a confirmation message warning you that all the contents ie. any shortcuts, files, and folders (including files in those folders), will be deleted. Take care when deleting folders, as they may contain many objects.

5.3.3 To Move Or Copy A File Or Folder

- Double click "My Computer", find the file or folder to be moved or copied and click it.

- Click Edit.
- To move the file, click cut.
- To make a copy of the file, click copy.
- Open the folder where user want to place the file, click Edit, and the click Paste.

5.3.4 To Delete A File Or Folder

- Double-click My Computer. Find the file or folder you want to delete, and then click it.
- On the File menu, click Delete.

5.3.5 To Create A New Folder

- Double click My Computer, and then double-click the disk drive or folder in which user wants to place the new folder.
- On the File menu, point to New, and then click Folder.
- Type the name of the new folder and then press ENTER.

5.3.6 To Copy A File To A Floppy Disk

- Double-click My Computer. Find the file or folder user want to copy and then click it.
- On the File Menu, point to Send To, and then click the drive where user want to copy the file or folder.

6.0 PRINTING

In Windows 3.x and Windows NT, a program called Print Manger is responsible for doing the spooling and managing the print jobs. Windows 95 nomenclature dispenses with the term "Print Manager", even though the same functionality is provided. Now you simply look at what's "inside" a printer by clicking on the printer's icon. This opens a window and displays the print queue for that printer. In reality, however, there is a spooler program and Print Manager-like thing in Windows 95 too. Windows 95's Print Manager feature mix is quite rich. Here are the highlights :

- * Printers can be added, modified, and removed right from the Printers folder (available from My Computer, Explorer, the Start button, or Control Panel).

- * An object-oriented interface using printer icons eliminates the necessity to know about the relationship of printer drivers, connections, and physical printers. You simply add a printer and set its properties. Once added, it appears as a named printer in the Printers folder.
- * Once set up, you can easily choose to share a printer on the network so others can print to it. It can be given a useful name such as "Laser in ABC's Office" so people on the network know what and where it is.
- * If you're on a network, you can manage network-printer connections by displaying available printers, sharing your local printer, and connecting to and disconnecting from network printers.
- * Because of Windows 95's multithreading and preemptive multitasking, 32-bit Windows 95 programs will print more smoothly than under Windows 3.x. You can start printing and immediately go back to work; you don't have to wait until spooling for Print Manager to finish. (This won't be true for 16-bit programs).
- * While one document is printing out, other programs can start print jobs. Additional documents are simply added to the queue and will print in turn.
- * Default settings for such options as number of copies, paper tray, page orientation, and so forth are automatically used during print jobs and don't have to be manually set each time.
- * For the curious, a window can be opened displaying jobs currently being printed or in the queue waiting to be printed, along with an indication of the current print job's progress. You can easily rearrange the order of the print queue, delete print jobs and can temporarily pause or resume printing without causing printer time-out problems.
- * You can choose whether printing begins as soon as the first page is spooled to the hard disk or after the last page of a document is spooled.

6.1 Adding a new printer

A printer can be really easily added through the Printer Wizard, as follows:

- * Click Start ⇒ Settings ⇒ Printers and then Add a Printer in the Printers folder. The Printer Wizard dialog box appears.
- * Choose whether the printer is local (directly connected to your computer) or on the

network.

- * Select the manufacturer of the printer and its model name.
- * Select the printer's port and relevant port settings.
- * Give the printer a name and if it is to be used as default printer.
- * Print a test page to check that the printer is working properly and settings are OK.

After these steps are complete, the printer should work as expected. Once installed, you can customize each printer's setup by modifying its properties, such as :

- ✓ Specifying the amount of time (time-out period) you want Windows to keep trying to print a document before alerting you to a printer problem.
- ✓ Specifying the share name for the printer so other network users can find it when they search the network for printers.
- ✓ Setting job defaults pertaining to paper tray, two-sided printing, and paper orientation.
- ✓ Stipulating a separator file (a file, usually one page long, that prints between each print job).
- ✓ Selecting the default printer if you have more than one printer installed.
- ✓ Choosing whether your printer should substitute its own fonts for certain Windows True Type fonts.
- ✓ Selecting printer settings relevant to page orientation, color matching, grayscaling, size scaling, type of paper feed, halftone imaging, and when file-header information (such as a Post Script "preamble") is sent to the printer.

6.2 Printing from a Program

To print from any program, including Windows and Windows 95 programs, follow these steps (which are exact for Windows programs but only approximate for other environments):

- Check to see that the printer and page settings are correct. Some program's File menus provide a Printer Setup, Page Setup, or other option for this. Note that settings you make from such a box temporarily (sometimes permanently, depending on the program) override settings made from the Printer's Properties dialog box.

- Select the Print command on the program's File menu and fill in required information.

6.3 Printing by Dragging Files onto a Printer Icon or into its Window

You can quickly print Windows program document files by dragging them onto a printer's icon or window. You can drag from the Desktop, a folder, the Find box, the Explorer, or the File Manager window into the running Print Manager. this will only work with documents that have an association with a particular program. To check if a document has an association, right-click on it. If the resulting menu has an Open command on it (not Open With), it has an association.

7.0 ADDITIONAL INFORMATION

In this lecture, only a few important topics which may be of interest of a beginner have been covered. For further details, about the Windows 95, the user may refer to the software documentation. A number of good books on Windows 95 are also available in the market.
