

Windows 95/98



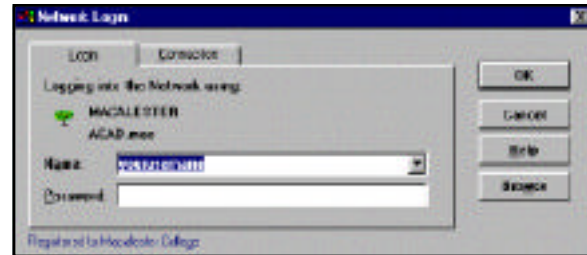
Beginners

This document assumes you are a previous user of Windows. If you have not used Windows before, refer to the Windows 95/98 Basics document for information on using the mouse, dialog boxes, sizing windows, moving windows, selecting information, using menus and toolbars, scrolling, etc. If you have not logged on to the Macalester network before, see the document Novell Network with Windows 95/98. In the Windows 95/98 documents, all screen shots are Windows 95 unless otherwise noted.

Getting On

When you turn your PC on, the Network Login dialog window will appear.

- In the Name box, type in your network username and press the <Tab> key
- In the Password box, type in your network password and press the <Enter> key

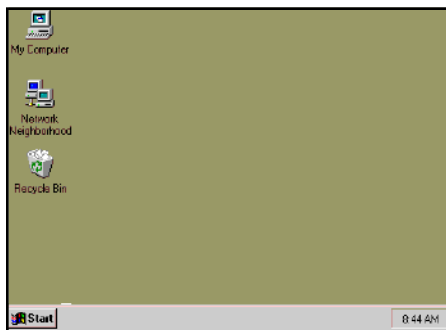


When prompted with whether or not to retain your individual settings, respond with **No** unless it is your personal computer.

Note: If you do not want to get on the network, click the **Cancel** button. You will receive a similar login dialog box. You will be prompted to log on to Windows. This is not the same as logging on to our network. You can just type in your network username, but it is not necessary to type in a password. Just click the **OK** button.

Windows 95/98 Desktop

What is displayed on your desktop will be determined by how your computer is set up, but all Macalester networked computers will have at least three icons: My Computer, Network Neighborhood and Recycle Bin.



You can customize the desktop by changing colors and patterns and by adding shortcuts to your favorite programs, documents and printers.

The Novell-delivered Applications for [your username] window is displayed. This window contains the applications such as WordPerfect, Netscape, etc.

Note: For information on the Novell-delivered Application window, see the Novell Network with Windows 95/98 document. This document will discuss Windows 95/98 basics; not how to use the network.

The **My Computer** icon contains the contents of your computer drives (A, C, D, etc) and the network. You can use this feature to quickly and easily see everything on your computer and to manage your files.

The **Network Neighborhood** icon will appear on your desktop if you have been set up for the network. Other servers can be accessed through the Network Neighborhood.

The **Recycle Bin** is used for temporary storage for deleted files. Files remain in the Recycle Bin until the Empty Recycle Bin command is selected from the File menu.



The **Start** button and **Taskbar** are located at the bottom of the screen. The time is displayed on the right side.



All open windows and any programs you have running will be displayed as buttons on the Taskbar. As more windows and programs are opened, the buttons displayed become smaller and smaller with incomplete labels. Moving the pointer across the buttons will display a tag with the complete name of the open program.

The **Taskbar** can be repositioned and resized. To reposition the Taskbar, click on any empty space on the Taskbar and drag either to the top or left or right of the window. The width of the Taskbar can be widened by dragging the inside edge. The pointer will change to a double headed arrow.

The **Start** button is used to begin a program, open a document, change system settings, find files, get Help, use MS-DOS commands to start a program, and shut down or restart your computer. Every time you start a program or open a window, a button representing that program or window appears on the Taskbar. Clicking the button will switch to the program or window. When you close a program or window the button goes away.

- Click the **Start** button or press <Ctrl + Esc> (Newer keyboards have a *Start* key between the Alt and Ctrl keys)

A menu with a minimum of seven commands appears. An arrow beside a command indicates a submenu. Pointing to a command will display the submenu. Clicking on the command will activate the menu choice. Pressing the <Esc> key or moving the mouse back to a previous menu will close the last displayed menu.

- Choose the Programs command

The programs stored on your hard drive are listed. Any programs you installed on your hard drive (such as WordPerfect and Netscape) will appear in folders.

Accessories contains applications such as WordPad and Paint. Startup contains the programs that are automatically opened when you start Windows 95/98.

- Point to the Documents command -- displays a list of the last 15 documents previously opened
- Point to the Settings command



The Settings command displays a list of system settings you can change. The Control Panel includes a number of programs. The number of programs will vary depended upon your type of computer. See the **Control Panel** document for detailed information. Printers can be set up and documents currently being printed can be checked. The Taskbar and Start menu can be customized using the Taskbar command. See the **Shortcut Icons & Menus** document.

See the **Help** document for detailed information on the Help and Find commands. The Run command allows you to type the name of program, folder or document and Windows will then open it for you.

Starting Programs

- Click the Start button if the menu is not already open and point to Programs
- Point to the Accessories folder, for example, and click the WordPad program

WordPad is the Windows 95/98 word processing program. Notice on the Taskbar there is a new button labeled **Document - WordPad**.

Close Button and Maximize and Minimize Buttons



The X in the upper right hand corner of the WordPad window is the **Close** button. The **Maximize** button is to the left and the next one is the **Minimize** button.

Running Multiple Programs

- To open another program, click on the **Start** button
- Point to Programs/Accessories and then click on the Paint program icon

Switching Between Programs

The Taskbar will show all programs you currently have open with the program icons.

- Click the appropriate icon to switch to the program

Opening a Document

You can open a document either from within the program you created the document with or use the Documents command on the Start menu.

Quitting a Program

- Click the Close button in the upper right hand corner of the program window; the program button is removed from the taskbar

Printing

Printers in the public labs are already set up. To set up your printer in an office, do the following:

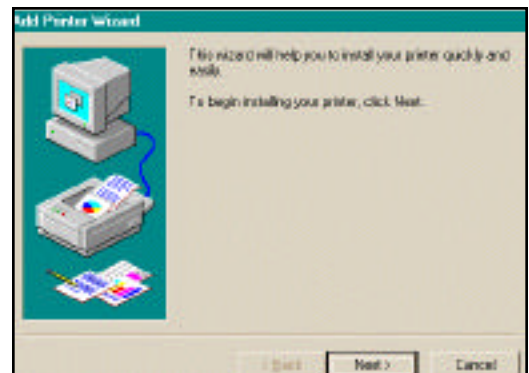
- Click the **Start** button <Ctrl + Esc> and click on Printers under the Settings menu
- Double click the **Add Printer** icon

The Printer Wizard dialog box will appear.

- Click on the **Next** button and click **Network** printer
- Click the **Next** button and then the **Browse** button
- Double click on your Server
- Locate your printer and click once to select; click the **OK** button

Make sure No is marked for “Do you print from MS-DOS-based programs”.

- Click the **Next** button
- Scroll through the Manufacturer’s box and located HP (or whatever your printer brand is -- most at Macalester are HP)
- In the Printers box, choose your printer (most will be HP Laser 4/4M Plus PS, 5 or 6)
- Click the **Next** button
- Click **Yes** for Default printer and click the **Next** button
- Click the **Finish** button



When you finish, your printer icon will appear in the Printers dialog box. Before you close the dialog box, do the following to make sure that a banner page and a blank page after each print job are not printed:

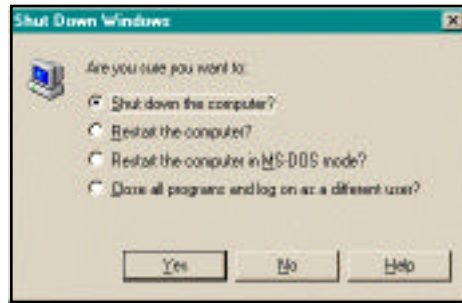
- Right-click the printer icon and select Properties on the shortcut menu
- Click on the **Printer Setting** tab
- Remove the checkmarks in the Form feed and Enable banner boxes; close the Properties and Printers dialog boxes

Shutting Down

You must shut down Windows before turning off your computer, otherwise you may damage files.

- Click the **Start** button and choose the Shut Down command

The “Shut down the computer?” option is the default choice.



- Click the **Yes** button or press <Enter> to confirm shutting down

A message will let you know when you can turn off the computer.

Note: To log off of the network without turning off your computer, in Windows 95, use the fourth option: “Close all programs and log on as a different user?” In Windows 98, click the **Start** button and choose the second option from the bottom, Log Off your username.

Rebooting Your System

When an application freezes, you can press <Ctrl + Alt + Delete> and Windows 95/98 gives a list of active applications and the user can terminate any of the applications that are not responding.



Windows 98

