

Windows Tour

To run the Windows Tour:

- Put the Windows 95 CD-ROM in your CD-ROM drive.
- Click the “Start” button and then click “Help”.
- Click the “Contents” tab.
- Click “Tour: Ten minutes to using Windows”
- Click the “Display” button.



Follow the instructions on the screen. The Windows Tour covers the following topics:

- Starting a Program - How to use the “Start Menu” to open programs, how to close programs.
- Exploring Your Disk - Using “My Computer” to open and close folders. Using the “File” and “Edit” menus.
- Finding a File - Using “Find” to find files.
- Switching Windows - Using the “Task Bar” to switch programs. What the “Minimize” button does.
- Using Help - How to search for help using the “Index” tab. What the “?” icon does.

Windows Help

Windows 95 comes with extensive help. Click the “Start” button and then click “Help”. Then, click on one of the three tabs: Contents, Index, or Find.

Contents

Double-click one of the books to see a list of topics to get help on. Topics are listed with a “?” symbol. When you double-click a topic, a Windows Help box will be displayed. To get back to the list of topics, click the “Help Topics” button.

Index

Type in the topic you are searching for. The list will scroll as you type. Select the topic you want and click the “Display” button. A Windows Help box will be displayed. To get back to the list of topics, click the “Help Topics” button.

Find

If you can’t find the answer you’re looking for in the Index, you can use Find to search more thoroughly. The first time you run Find, Windows 95 will need to create a word list. Follow the instructions on screen. Then, type in the topic you want to find. To narrow the search, you can type in more than one word. Select the topic you want and click the “Display” button. A Windows Help box will be displayed. To get back to the list of topics, click the “Help Topics” button.

Introducing Windows 95 Manual

The Windows 95 manual includes many step-by-step instructions and illustrations on performing various actions.