

LESSON 10

HELP AND TIPS FROM WINDOWS 95

Windows 95 has a wealth of information for you, including a section on what's new in Windows 95. This section is valuable to those of you that have upgraded or are planning an upgrade to Windows 95. When first installed, Windows 95 brings up a welcome screen that offers tips and ideas each time you start Windows. In the lower left corner of this welcome screen there is a check box with which you can turn the Welcome to Windows 95 welcome window on and off. When it's on, click on What's New.

There are explanations about what happened to your program groups from Windows 3.1, how to start programs, what happened to the file manager and control panel, and more. You learn the answer to questions like "what happened to the run command?" and "Where is the MS DOS prompt?" You'll learn to find the RUN command and how to copy files. If you are new to Windows 95 or have recently upgraded from Windows 3.1 or 3.11, be sure to take a look at this. To bring the Welcome window back, just click on Start, then Run, then type WELCOME and click on ok. If you'd like to keep the Welcome window each time you start your computer, just click on the check box for "Show this Welcome Screen next time you start Windows." You'll also find a Windows tour available on that screen.

If you've upgraded to Windows 95 from version 3.1 or 3.11, you can convert your program groups to Windows 95 folders. Just double-click on a .GRP file or click on Start, then Run, then type in GRPCONV /M to display a dialog box in which you can select groups to convert.

Here's an easy way to automate the task of copying one disk to another when you only have one floppy disk drive. Right-click on an empty space on the desktop, then click New, and Shortcut. On the command line type XCOPY A: A: /S and click on Next. Now give it a name like "Disk Copy" and click on Next. Now click on an Icon, and then click on Finish. Your new Disk Copy Icon will ask you to insert a source disk, then a destination disk, then back to the source disk, until you have a completed disk copy.

Finally, Windows 95 has a text file called TIPS.TXT in the c:\Windows directory. To read it, click on Start, then Programs, and then open Accessories. Now, click on Word Pad. Now click on File, then Open, then type in the file name and location. It's C:\WINDOWS\TIPS.TXT. You can now print this official Windows help document. Lots of information here.

