
2.0 INTRODUCTION

In the previous unit, we have discussed about the features and components of GUIs. We have also introduced you to starting up of a powerful GUI based operating system Windows 95. In this and subsequent units, we will be focussing mainly on the practical aspects of Windows 95 package. Since these units are more practical in nature, we will expect you to use these units during your practical sessions also.

Windows 95 provide a lot of utilities for managing your system. These utilities like Disk utilities help to maintain disks and access the maximum available space on the disk. If multiple users are using the same system, they have the advantage of setting the system as they like. Different persons can specify their logins on the same system and switch over to their settings. In this unit our focus will be on system settings, backup and disk management utilities.

2.1 OBJECTIVES

This unit is a practical workbook for:

personalising your system settings

adding and removing hardware/software

setting up printers

taking data backup

managing your disk

setting up windows if multiple users are sharing a computer

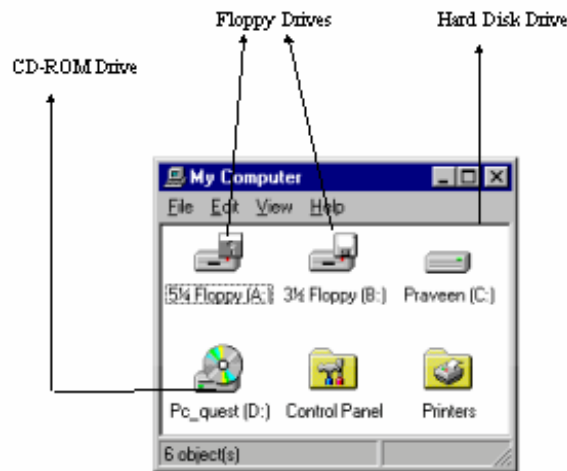
2.2 MY COMPUTER

In Windows 95, the things you have on computer, like programs, documents, and data files, are all accessible from one place called My Computer. You can find its icon on the desktop.



To see what is on your computer, follow the steps given below :

Double-click the **My Computer** icon. It opens the window that looks like the figure shown below.



1. Double-click the icon for the drive you want to look at.
2. Windows displays the files and folders on the drive. Folders can contain files, programs, and even other folders.
3. To open a file or folder, or start a program, double-click it.

The information can also be displayed about the different drives, Control Panel, and Printer(s) that are installed on your system. When an object (any of the above mentioned things) is selected, the related commands are highlighted in the **File** menu. Select any drive and click on File menu. The different options that are displayed are :

Open	Opens the selected object in a window.
Explore	Opens the explorer to see the file structure of the drive.
Find	Helps you search for files on the selected drive or anywhere on the filing system.
Sharing	Lets you share the selected drive with other users in your organization that are connected on your computer.
Format	Erases or formats the selected floppy drive.
Create Shortcut	Places a shortcut for the object on Windows 95 Desktop for quick access.
Properties	Displays information about the selected object.
Close	Closes the open window.

2.3 SYSTEM SETTINGS

The System can be personalized by making interesting and useful changes to Windows 95 settings. For example, you can :

Adjust the double-click speed for your mouse.

Change number, currency, time, and date settings.

Change printer settings.

Change settings for network service.

Change background of your desktop.

Change the capacity of the Recycle Bin.

Change the number of colors your monitor displays.

Have your monitor automatically turn off.

Change the screen resolution.

Change display fonts.

Protect your screen by setting-up a screen saver.

Configure multimedia devices.

Enable multiple users to personalize settings.

View or change resource settings for a hardware device.

Above mentioned are some of the changes you can make to make your workplace more interesting. Some of them are explained below, while other things are left to be tried out on your own (as per your requirement).

You can start with clicking on the **Start** menu and then choose **Settings** option. A cascading menu is displayed as shown below :



2.3.1 Control Panel

When you click on the option **Control Panel** from the cascading menu of **Settings**, a window is opened that contains the icon of the utilities for changing hardware configurations or customising the Windows 95 graphical interface as shown below :



You can also access the utilities of Control Panel, if you click on **My Computer** and then on **Control Panel** icon.

Date & Time

To update date and time settings of the system, follow the steps given below :

1. Select **Date/Time** icon from the displayed icons that will open-up the window displaying the current date and time.

OR

Double-click on the clock on the right-most corner of the taskbar.

A Graphical User Interface

2. Click the down-arrow in the month field to choose the correct month.
3. Click the up or down-arrow in the year field to choose the current year.
4. Click the current day in the calendar.
5. Set the new time-field by clicking the up or down-arrow

OR

Click anywhere in the text-box and type a new number.

6. To set the correct time zone, click the **Time Zone** tab and then click your current location on the map of the world that is displayed.

Looks of Windows

The looks of Windows include wallpaper and pattern in the background of the desktop, cursor blink rate or item size, color and fonts.

To change the background of your desktop

In the **Pattern** or **Wallpaper** list, click the pattern or wallpaper you want to use.

To cover your entire screen with a small wallpaper image, click **Tile**.

To center a wallpaper image, click **Center**.

To change the way the items on your desktop look

If you want to change the appearance of only one screen element, click that element in the Item list. Then change the settings in the **Item Size** and **Color** and **Font Size and Color** areas.

If you want to change the appearance of all screen elements simultaneously, click an appearance scheme in the **Scheme** list.

To use larger or smaller display fonts

In the **Font Size** box, click the size you want your displayed fonts to be.

To customise the size of displayed fonts, click **Custom**.

If the Font Size area is unavailable, make sure your Desktop Area setting is higher than 640 by 480 pixels. If 640 by 480 pixels is the only setting available to you, you cannot change your display font.

To adjust the rate at which your cursor blinks

Drag the slider in the **Cursor Blink Rate** area.

Add New Hardware**To set up new hardware**

Click on the **Add New Hardware** icon (as shown) to start the Add New Hardware wizard.



Simply, follow the instructions on your screen.

It is recommended that you let Windows detect your new hardware. Make sure you have connected your hardware or installed its components in your computer before running the wizard.

Fonts

There is a collection of fonts with Windows 95. You can use these to format text in documents. The fonts can be viewed, added, or removed from the available font list.

To view fonts on your computer

1. Double-click the **Fonts** icon to open the Fonts folder.
2. To look at a sample of a font, double-click the icon for the font.

When you install a printer, it may include several printer fonts. These do not appear in the Fonts folder, but they do appear in the Font list of Windows-based programs such as WordPad.

To add a new font to your computer

1. Open the **Fonts** folder.
2. On the **File** menu, click **Install New Font**.
3. Click the drive and folder that contain the fonts you want to add.
4. Double-click the icon for the font you want to add.

To select more than one font to add, press and hold down the **CTRL** key, and then click the fonts you want.

To select a range of fonts in the list, press and hold down the **SHIFT** key while dragging the cursor over the fonts.

To delete a font from your computer

1. Open the **Fonts** folder.
2. Click the icon for the font you want to delete.
3. On the **File** menu, click **Delete**.

To select more than one font to delete, press and hold down the **CTRL** key, and then click the fonts you want.

A Graphical User Interface

Keyboard

Keyboard layouts vary to accommodate the special characters and symbols used in different languages. This affects which characters appear when you press the keys on your keyboard. After you change your keyboard layout, the characters that appear on your screen may no longer correspond to the characters that are printed on your keyboard's keys.

To change the keyboard layout

1. In the list, click the language whose keyboard layout you want to change, and then click Properties.
2. Select a different keyboard layout.

To change the way your keyboard responds

1. If you want to adjust how much time elapses before a held-down key begins repeating, drag the Repeat Delay slider.
2. If you want to adjust how quickly characters repeat when you hold down a key, drag the Repeat Rate slider.

You can test the repeat delay and repeat rate by clicking the box below the sliders, and then holding down a key.

Mouse

The settings for the mouse include the button configuration, double-click speed of the mouse, pointer speed and pointer trail, mouse pointer shapes, and switching over to different mouse driver.

To change the settings, double-click the Mouse object. The displayed window shows four tabs - Buttons, Pointers, Motion, and General. These tabs are for different purpose of settings.

To reverse your mouse buttons

1. Select the **Buttons** tab.
2. In the **Button Configuration** area, click **Right-Handed** or **Left-Handed**.

To adjust the double-click speed for your mouse

1. Select the **Buttons** tab.
2. In the **Double-Click Speed** area, drag the slider.
3. To test the speed, double-click the image in the **Test area**.

To change the appearance of your mouse pointer

1. Click the **Pointers** tab.
2. To change all your pointers at one time, select a different scheme in the **Scheme** list.
3. To change only one pointer, click it, click **Browse...**, and then double-click the filename of the pointer you want to use.

By default, only a limited set of mouse pointer schemes is installed during Windows Setup.

To adjust the speed of your mouse pointer

1. Select the **Motion** tab.
2. In the **Pointer Speed** area, drag the slider.

Changing the speed of your mouse pointer causes the pointer to respond more quickly or slowly to the movements of the mouse itself.

To turn on and adjust the mouse pointer trail

1. Click the **Motion** tab.
2. In the **Pointer Trail** area, make sure the **Show Pointer Trails** box is checked.
3. To adjust the length of the pointer trail, drag the slider.

To switch over to the different model of the installed mouse

1. Click the **General** tab.
2. Select the type of mouse you have installed from the list box.

Regional Settings

While installing Windows 95, you have to select a country, on which depends the number formats, currency, time and date formats. These formats are used in various windows programs.

To change the settings

1. Select the object **Regional Settings** from the Control Panel window.
2. The **Regional Settings Properties** window is opened in which you can select the formats appropriate for your country.
3. Click on the **Regional Settings** tab.
4. On the map displayed, click the region and Windows 95 changes its formats to match that region.
5. For special adjustments, click the **Number**, **Currency**, **Time**, or **Date** tab and change settings.

System

Using the **System Properties** dialog box can modify the System configuration once set. For this, click on the object **System** from the **Control Panel** window. From this dialog box, you can view or modify your computer's hardware settings.

Click on the **General** tab to display the configuration of your computer, the operating system that is being used, and the name of the person and organization to whom the software is registered.

Click on the tab **Device Manager** to view the devices that are connected to your computer either by their types or by their connections.

If you click on the tab **Hardware Profiles**, you are provided with a way to create hardware configurations that you can choose from at startup. Though there are very few instances in which there is any need to create hardware profiles.

A Graphical User Interface

To enable or disable hardware in a hardware profile

1. Click the plus sign next to the hardware type, and then double-click the hardware.
2. In the **Device Usage** area, click to place a check mark next to each hardware profile in which you want to enable the hardware, or clear the check box to disable the hardware for that hardware profile.
3. If you see a message prompting you to restart your computer, click **Yes**.

Click on the **Performance** tab to display the **Performance Status** of your computer system. For example : total memory, percentage of free system resources at that instant, File System, virtual memory, information about Disk Compression and PC cards.

2.3.2 Printers

Windows 95 has significant advances in printing features. These are :

- It supports bi-directional communication with printers so that printers can provide Windows 95 with information about their current state and attributes.
- The Windows 95 printing system also returns control to users more quickly after a job is sent to the printer due to a new print spooler.
- Mobile and remote users can defer their printing job until later if they are not connected to a printer. Print jobs are stored in a local queue and automatically sent to the printer when they reconnect with the printer or reconnect to a network that has printers.

To change printer settings

1. Select the object **Printers** from the **Control Panel** window.
2. From the **Printers** window, click the icon for the printer you are using.
3. On the **File** menu, click **Properties**.
4. The settings you can change depend on the type of printer you have. Click the different tabs to see all of the options you can set.

Changing the printer properties will change them for all documents you print on this printer. To change these settings for one document, use the **Page Setup** or **Print Setup** command on the **File** menu in your program.

To set up a new printer

1. Select **Add Printer** icon from the **Printers** window.
2. **Add Printer Wizard** is opened, and follow the instructions on the screen.
3. If you want to print a test page, first make sure your printer is on and ready to print.

If you want to use a shared network printer, you can set it up quickly by browsing for it in **Network Neighborhood**, clicking the printer's icon, and then clicking **Install** on the **File** menu.

2.4 BACKUP YOUR DATA

You can use Backup to back up files on your hard disk. You can back up files to floppy disks, a tape drive, or another computer on your network. When you have made a backup file, you can restore it if your original files are damaged or lost.

There are two ways you can backup your files :

- You can backup files on your hard disk to a floppy disk or other media by using simple copy techniques.
- The Microsoft Backup utility can also be used, which compresses files and puts them in an archive. These compressed files can be copied to a floppy drive, tape drive or other backup device.

To start the Backup utility

1. Click **Start** and select **Programs**.
2. Select **Accessories** from the cascading menu, and then click on **System Tools**.
3. Now click on **Backup**.

If this utility is not present in the cascading menu of System Tools, then probably this utility was not installed when you set up the system.

To install the Backup utility, follow the instructions given below :

1. Start the **Add/Remove Programs** utility from the **Control Panel** window.
2. Click the **Windows Setup** tab and click the **Disk Tools** option in the window.
3. Then click **OK** to install the **Backup** utility, and then follow the instructions on the screen.

While restoring backup files, again the Microsoft Backup utility is used. Restoring the files may pose a problem if you need to restore them on a system that does not have this utility or is not running Windows 95. In that case, other backup method may be used.

2.5 DISK DRIVE UTILITIES

Windows 95 includes utilities to format diskettes, Check diskettes and hard drives for errors, defragment disks, and do other types of maintenance. Some of these utilities are discussed below.

To access these utilities

1. Open the **Start** menu and select **Programs**.
2. Choose **Accessories** and then **System Tools**. The cascading menu that appears includes the various Disk Drive utilities.

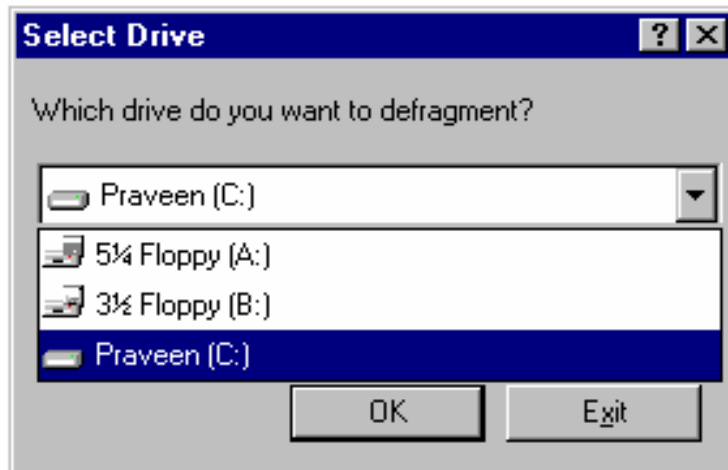
2.5.1 Disk Defragmenter

Disk Defragmenter is used to rearrange files and unused space on the hard disk so that programs run faster.

To speed up your hard disk by using Disk Defragmenter, follow the instructions given below :

1. From the cascading menu of **System Tools**, select **Disk Defragmenter**. **Select Drive** dialog box is opened to select the drive you want to defragment.

A Graphical User Interface



2. Click the drive you want to defragment, and then click **OK**.
3. If you want to change the settings that Disk Defragmenter uses, click **Advanced...**
4. Click **Start**.

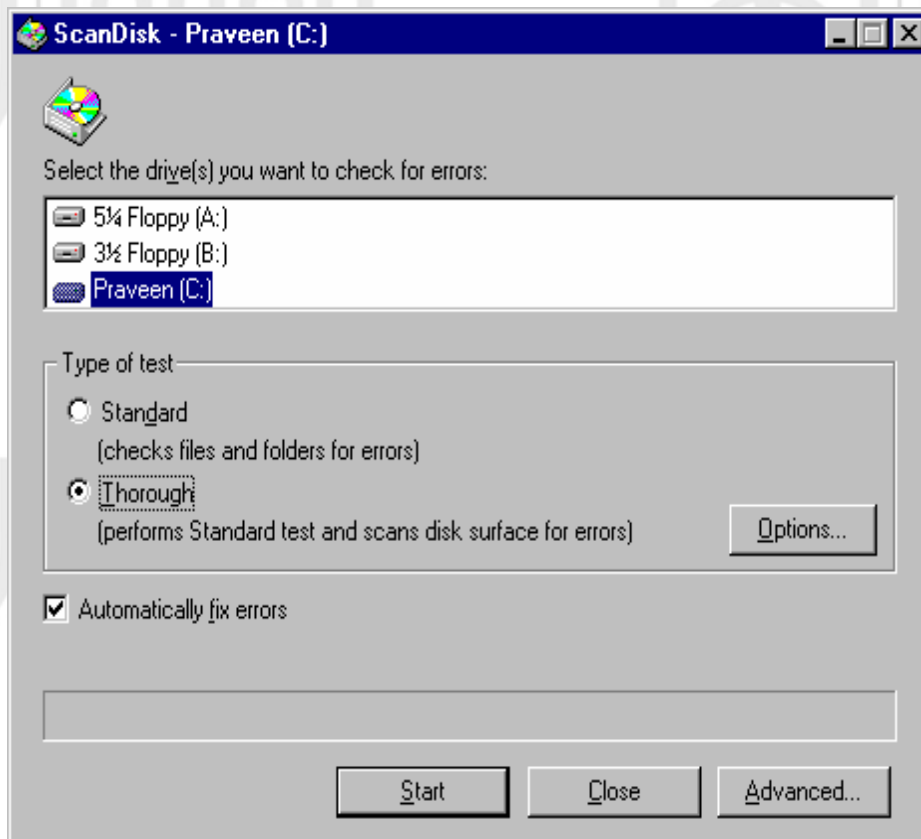
While Windows defragments the selected disk, the computer can safely carry out other tasks. However, the computer will operate more slowly. To temporarily stop Disk Defragmenter so you can run other programs at full speed, click **Pause**.

2.5.2 Check for Disk Errors

You can use ScanDisk to check your hard disk for logical and physical errors, and then repair the damaged areas.

To check your disk's surface, files, and folders for errors

1. Select the option **ScanDisk** from the cascading menu of **System Tools**.
2. Click the drive you want to check.
3. Click **Thorough**. If you want to change the settings ScanDisk uses when checking the disk's surface, click **Options**. If you want to change the settings ScanDisk uses when checking files and folders, click **Advanced**.
4. Click **Start**.



If you want to specify how ScanDisk repairs any errors it finds, make sure that the **Automatically Fix Errors** box is not checked.

The **Standard** type of test is only to check errors in files and folders, but does not check the disk surface.

2.5.3 Increase Disk Space

You can use DriveSpace to compress both hard and floppy disks to create more free space for files. You can also use DriveSpace to configure disk drives that you have already compressed by using DoubleSpace or DriveSpace.

To determine how much space is available on a disk

1. Double-click the **My Computer** icon, and then click the disk you want to check.
2. On the **File** menu, click **Properties**. A pie chart shows how much free and used space is on the disk.

To create more disk space by using DriveSpace

1. In the **Drives On This Computer** list, click the drive you want to compress.
2. On the **Drive** menu, click **Compress**.
3. Click **Start**.
4. If you have not backed up your files, click **Back Up Files**, and then follow the instructions on your screen. When you are done, proceed to step 6.
5. Click **Compress Now**.

A Graphical User Interface

6. If Windows prompts you to restart your computer, click **Yes**.
7. If you want to free up more disk space after your computer restarts, start the **Disk Space Troubleshooter** again.

2.5.4 Format Disks

Formatting a disk means establishing the tracks and sectors on the disk where files will be stored. Be aware that formatting a disk removes all information from the disk, you cannot format a disk if there are files open on that disk. If the disk has been compressed, use DriveSpace, or other compression software, to format the disk.

To format a disk

1. If the disk you want to format is a floppy disk, insert it into its drive. Otherwise, go to step 2.
2. Double-click the **My Computer** icon, and then click the icon for the disk you want to format. Be sure not to double-click the disk icon, because you cannot format a disk if it is open in My Computer or Windows Explorer.
3. On the **File** menu, click **Format**.

The various options for formatting disks are:

Capacity	It could be low-density or high-density.
Format Type : Quick(erase)	Formats the disk without checking for errors.
Format Type : Full	Checks for the disk errors and then reformats it.
Format Type : Copy System Files Only	Copies the system files to the formatted disk to make it bootable.
Label	Type the label name for the disk.
No Label	This option is selected if you do not require the label name for the disk after formatting it.
Display Summary when Finished	To get information about the bad sectors (if any) after the disk is formatted.
Copy System Files	Copies the system files during the formatting process.

2.6 ADD/REMOVE APPLICATIONS

The Windows 95 components, accessories, or other applications can be added or installed, and removed by using the **Add/Remove Programs** utility from the **Control Panel** window. The advantage of using this utility is that Windows 95 maintains control over the installation process by making proper entries into the registry.

To install an application, click on **Install...** button. While installing the application, the wizard helps you to complete the process step-by-step.

To add a program, select it from the displayed list of programs and then click on **Add/Remove** button.

To remove the application, again select it from the displayed list of applications and programs and click on **Add/Remove** button.

2.7 SET-UP WINDOWS FOR MULTIPLE USERS

If more than one person uses the same computer, each one can customise the settings according to his/her needs. The important fact is that, each user has to create a profile so that when he/she logs on, their personal windows settings are used.

To set-up user profiles

1. Click the **Password** object from the **Control Panel**.
2. Select the 2nd option under **User Profiles**. When it is selected, the options under the head **User Profile Settings** are highlighted.
3. Choose the options as you require.
4. Click **OK**.

This enables multiple users to personalise settings.

To log off your computer so someone else can use it

1. Click the **Start** button, and, then click **Shut Down**.
2. Then click **Close All Programs And Log On As A Different User**.

2.8 DOS PROMPT

At times, you may require to work in MS-DOS environment.

To start an MS-DOS window

1. Click the **Start** button, and then point to **Programs**.
2. Click **MS-DOS Prompt**.

To switch between a full screen and a window, press **ALT+ENTER**. To quit MS-DOS, click  or type **Exit** at the command prompt.

Check Your Progress

1. What is “My Computer” ?

A Graphical User Interface

2. What do you understand by the phrase “Personalise the System Settings”?

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3. What are the improvements that are made in printing features of Windows 95 ?

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4. Name the various disk drive utilities.

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5. How can you add Windows 95 components or accessories that were not installed before ?

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2.9 SUMMARY

In this session you learned :

1. In Windows 95, all the things you have on computer, like programs, documents, and data files, are accessible from one place called My Computer.
2. The System can be personalised by making interesting and useful changes to Windows 95 settings.
3. Windows 95 has utilities for changing hardware configurations or customising the Windows 95 graphical interface.
4. The System configuration once set can be modified.
5. While installing Windows 95, you have to select a country, on which depends the number formats, currency, time and date formats that are used in various windows applications.
6. Changing the printer properties will change them for all documents you print on this printer.
7. The Microsoft Backup utility compresses files and puts them in an archive. These compressed files can be copied to a floppy drive, tape drive or other backup device.

8. While restoring backup files, again the Microsoft Backup utility is used.
9. Windows 95 includes utilities to format diskettes, Check diskettes and hard drives for errors, defragment disks, and do other types of maintenance.
10. The Windows 95 components, accessories, or other applications can be easily added or installed, and removed.
11. If more than one person uses the same computer, each one can customise the settings according to his/her needs by creating a profile for every user so that when he/she logs on, their personal Windows settings are used.
12. You can easily switch over to MS-DOS prompt to work with DOS-based applications.

2.10 MODEL ANSWERS

The questions given in the 'Check Your Progress' have been designed only at the conceptual level and the answers to these questions are directly available in the unit. Therefore, Model Answers have not been provided. However, as this block is more practical oriented, therefore, students are advised to try the commands given, on their terminals.