Windows™ 3.1

SELF-TEACHING GUIDE

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Preface

Welcome to Microsoft Windows 3.1—the graphics user interface (GUI) that turns your PC into a powerful, easy-to-use tool. In the past, using the PC involved memorizing cryptic DOS commands. Windows 3.1, on the other hand, adds a rich interface to your computer so that you can get your work done easier, faster, and better. In addition, Windows allows you to take advantage of the more advanced memory management capabilities of 386 and 486 PCs. With Windows, you can run multiple applications at the same time and easily switch between them.

To help you learn Windows and be more productive with this GUI, *Windows 3.1 Self-Teaching Guide* takes you inside Windows using a practical "hands-on" approach. Here are some of the major highlights:

▲ Covers the major applications of Windows, including the Program Manager, File Manager, Print Manager, and the Control Panel

▲ Shows you how to use the powerful new features of Windows 3.1, such as True Type fonts, the Screen Saver, object linking and embedding, and the Object Packager

▲ A special appendix is provided to help you install and set up Windows 3.1

▲ Provides coverage of the useful desktop accessories

▲ Explains how operations can be performed with the keyboard and the mouse

Who Should Use This Book

If you have never used Windows, or if you have been running a previous version, such as Windows 3.0, you'll be amazed at the

powerful features available in Windows 3.1. We've taken great care to show how to use the most important features of Windows 3.1 so that you can be more productive and have more fun using your PC.

This book is much more than a rewrite of the users manual. In fact, it is especially designed for people who like to learn at their own pace. You'll find numerous visual cues, hands-on reference sections—such as the **Quick Task Summaries** at the end of each chapter—and question and answer sections. All of the examples provided are designed to help you perform useful operations from managing files to running applications.

Why This Book Is Unique

This book is organized to help you learn Windows 3.1 step-by-step. Each chapter provides a number of hands-on features:

▲ Throughout the book, you'll find numerous **Tips** that show you how to get the most out of Windows and take advantage of undocumented features.

▲ Interactive **Check Yourself** sections are including in each chapter as a learning aid. These sections provide questions, instructions, and answers to help you test your knowledge as you work through the chapters.

▲ A **Practice What You've Learned** section is included at the end of each chapter to help you review the procedures and techniques presented in the chapter.

▲ Each chapter also provides a **Quick Task Summary** that you can use to review the commands and techniques presented in the chapter. You'll find that each summary serves as an excellent reference guide.

What's Inside

This book progresses from the basics to more advanced topics. The step-by-step approach will help you put previously learned skills to use quickly.

Chapter 1: *Getting Started* introduces the basic features of Windows, including Windows operating modes, equipment requirements, the Program Manager, and the main Windows applications and accessories. The second half of the chapter presents a quick tour to help you get started using such interface components as the mouse, windows, icons, menus, and dialog boxes.

Chapter 2: *Building Your Windows Skills* presents the basic techniques for working with Windows. You'll learn all about the Windows desktop, document and application windows, icons, control menus, dialog boxes, and more. This chapter serves as a useful reference guide that you'll want to use whenever you need to brush up on a basic technique.

Chapter 3: *The Program Manager at Work* shows you how to use the heart of the Windows environment. The Program Manager is the main application window that allows you to run and organize your applications.

Chapter 4: *Putting Windows to Work* presents a hands-on introduction of techniques for working with documents. Here, the Write application is used to show you how to create, open, and save documents, locate documents, perform basic editing operations, and use the Clipboard to transfer data between documents.

Chapter 5: *Using the Control Panel* covers basic techniques for using the Control Panel to set up and customize your Windows environment. Some of the topics covered include selecting colors, setting the system date and time, setting up a screen saver, installing fonts and printers, and setting up the mouse and the keyboard.

Chapter 6: *Managing Your Files and Disks* shows you how to use the File Manager to manage your DOS files. Here, you'll learn a variety of techniques for performing file- and directory-related

operations such as viewing directories, renaming files and directories, searching for files, and moving, copying, and deleting files.

Chapter 7: *Printing with Windows* shows you how to get the most out of Windows' printing features. You'll learn how to install, set up, and remove printers, and how to change the default printer. The second part of the chapter covers the Print Manager application, which allows you to control how your documents are printed.

Chapter 8: *Working with Non-Windows Applications* shows you how to set up non-Windows applications so that they can be run in the Windows environment. You'll learn how to use the PIF Editor to customize the operating environment for your non-Windows applications.

Chapter 9: *Using Desktop Accessories* presents the major built-in accessories, including Clock, Notepad, Calendar, Calculator, Cardfile, Macro Recorder, and the useful Object Packager.

Chapter 10: *Working with Write* explores the useful word-processing application called Write. You'll learn a number of useful tips and techniques for working with Write documents, including how to use Windows' object linking and embedding features to add pictures to a Write document.

Chapter 11: *Working with Paintbrush* shows you how to use the interactive drawing and painting program called Paintbrush.

Chapter 12: *Using Terminal* introduces the Terminal application to help you communicate with other computers.

Contacting the Authors

As you are using this book, you might have questions or comments that you would like to pass along to us. We'd like to encourage you to do so (although we can't always answer every letter). The quickest way to reach us is through CompuServe. (The ID is 72561,1536 for Keith Weiskamp.) You can also reach us by mail at 7721 E. Gray Rd., Suite 204, Scottsdale, AZ 85260.

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