

WindowsTM 3.1

SELF-TEACHING GUIDE



WindowsTM 3.1

SELF-TEACHING GUIDE

Keith Weiskamp
Saul Aguiar



John Wiley & Sons, Inc.

New York ▲ Chichester ▲ Brisbane ▲ Toronto ▲ Singapore

In recognition of the importance of preserving what has been written, it is a policy of John Wiley & Sons, Inc., to have books of enduring value published in the United States printed on acid-free paper, and we exert our best efforts to that end.

Ami Professional is a trademark of Lotus Corporation.
Corel Draw is a registered trademark of Corel Systems Corporation.
Crosstalk for Windows is a trademark of Digital Communication Associates, Inc.
Excel is a trademark of Microsoft Corporation.
Helvetica is a trademark of Adobe Corporation.
Microsoft is a trademark of Microsoft Corporation.
Microsoft Word is a trademark of Microsoft Corporation.
Novell Network is a registered trademark of Novell Corporation.
PageMaker is a registered trademark of Aldus Corporation.
PC Paintbrush is a trademark of ZSoft Corporation.
PostScript is a trademark of Adobe Corporation.
Times is a trademark of Adobe Corporation.
Windows Notepad is a trademark of Microsoft Corporation.
Windows Write is a trademark of Microsoft Corporation.
WordPerfect for Windows is a trademark of WordPerfect Corporation.

Copyright © 1992 by John Wiley & Sons, Inc.

All rights reserved. Published simultaneously in Canada.

Reproduction or translation of any part of this work beyond that permitted by section 107 or 108 of the 1976 United States Copyright Act without the written permission of the copyright owner is unlawful. Requests for permission or further information should be addressed to the Permissions Department, John Wiley & Sons, Inc.

Library of Congress Cataloging-in-Publication Data

Weiskamp, Keith.

Windows 3.1 self teaching guide / Keith Weiskamp, Saul Aguiar.

p. cm. -- (Wiley self-teaching guides)

Includes index.

ISBN 0-471-55870-2 (paper)

1. Microsoft Windows (Computer program) I. Aguiar, Saul.

II. Title. III. Title: Windows three-point-one self-teaching guide.

IV. Series.

QA76.76.W56W452 1992

005.4'3--dc20

91-33055
CIP

Printed in the United States of America

10 9 8 7 6 5 4 3 2 1

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

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.

Contents Overview

- 1 **Getting Started**
- 2 **Building Your Windows Skills**
- 3 **The Program Manager at Work**
- 4 **Putting Windows to Work**
- 5 **Using the Control Panel**
- 6 **Managing Your Files and Disks**
- 7 **Printing with Windows**
- 8 **Working with Non-Windows Applications**
- 9 **Using Desktop Accessories**
- 10 **Working with Write**
- 11 **Working with Paintbrush**
- 12 **Using Terminal**

Contents

Preface

1 Getting Started, 1

Why Windows?	2
Breaking the Barriers	4
What's Available	4
Windows Accessories	6
What's New in Windows 3.1?	9
New File Manager	9
StartUp Group	9
TrueType Fonts	9
Screen Saver	10
New Properties	10
Object Linking and Embedding	10
New Dialog Boxes	11
Understanding Operating Modes	11
What You Will Need	12
The Windows Quick Tour	13
Introducing the Program Manager	14
A Look at the Mouse	15
Windows	17
Icons	18
Scroll Bars	20
Title Bars	21
The Menu Bar and Drop-Down Menus	21
Dialog Boxes	23

2 Building Your Windows Skills, 25

Starting with the Desktop	26
What's in a Window	27

Scrolling through Windows	30
Changing a Window's Size	31
Maximizing and Restoring a Window	32
Moving a Window	35
Reducing a Window to an Icon	36
Tips for Working with Multiple Windows	37
Selecting an Application Window	39
Selecting Windows with the Keyboard	40
Closing a Window	41
Icons	42
Selecting and Moving Icons	44
Activating an Icon	46
Accessing Menus	47
Working with Special Menu Commands	49
Using the Control Menu	50
Accessing the Control Menu for Icons and Dialogs	52
Mastering Dialog Boxes	52
Selecting Dialog Options	54
Using Warning Dialog Boxes	55
Command Buttons	55
Check Boxes	56
Using Menu Option Dialog Boxes	58
Option Buttons	59
Using Text Boxes	60
Using List Boxes	61
Drop-Down List Boxes	62
Closing Dialogs	62
3 The Program Manager at Work, 67	
The Program Manager— A Close Look	68
Working with the Menu System	71

Working with the Keyboard	73
Using the Control Menu	75
Running the Program Manager as an Icon	76
Arranging Group Windows and Icons	77
Organizing Group Windows	77
Arranging Icons	78
Arranging Icons Automatically	79
Quick Group Selection	80
Launching Applications	81
Using the Run Command	81
Running Minimized Applications	83
Launching Applications with a Shortcut Key	84
Running Applications at Startup	84
Running an Application with a Document	85
Creating and Managing Group Windows	85
Creating a Group	87
Creating a Read Only Group	89
Deleting a Group	90
Changing Group Properties	91
Creating and Managing Program Items	92
Creating a Program Item	92
Deleting a Program Item	98
Moving and Copying Program Items	99
Using Windows Setup to Add Program Items	103
Changing a Program Item	104
Exiting Windows	104
4 Putting Windows to Work, 109	
Working with Documents	110
Creating a New Document	110
Opening a Document	111
Entering Text in a Document Window	115

Editing a Document	118
Selecting Text	118
Moving and Copying Text	119
Removing Text	120
Transferring Data with the Clipboard	121
Undoing an Editing Operation	122
Saving a Document	123
Saving a Document in a Different Directory	124
Saving a Document with a Different Name	125
Saving a Document Using a Different File Type	125
Making a Backup Copy	125
Printing Your Document	126
Exiting an Application	128

5 Using the Control Panel, 133

Overview of the Control Panel	134
Starting the Control Panel	135
Customizing Colors	136
Selecting a Color Scheme	137
Modifying a Color Scheme	139
Creating Your Own Color Scheme	141
Creating Custom Colors	141
Setting the Date and Time	144
Setting the Desktop	145
Selecting a Desktop Pattern	145
Creating Your Own Desktop Pattern	146
Using a Screen Saver	148
Using Wallpaper	150
Controlling Icon Spacing	152
Setting Border Widths	153
Setting the Cursor	154

Selecting Fonts	154
Using TrueType Fonts	155
Adding Fonts	156
Removing Font Files	157
Selecting TrueType Fonts	158
International Settings	159
Setting the Date Format	160
Setting the Time Format	162
Setting the Currency and Number Format	162
Setting the Keyboard	163
Setting the Mouse	164
Setting Network Options	166
Setting Communication Ports	166
Installing Printers	168
Removing an Installed Printer	171
Setting Sound	171
Assigning Sounds to Events	172
Setting up Drivers	173
Setting 386 Enhanced Mode Options	173
Accessing Devices	174
Scheduling Your Applications	175
Setting the Swap File	175

6 Managing Your Files and Disks, 181

DOS Directory Basics	182
Directory Requirements	183
Introducing the File Manager	184
Starting File Manager	185
Starting File Manager Automatically	185
A Quick Look at the File Manager	186
The File Manager Icons	187

Selecting a Drive	189
Using the Directory Window	190
Viewing Options	192
Splitting the Directory Window	193
Navigating the Directory Tree	193
Viewing a Directory	195
Opening Multiple Directory Windows	196
Navigation Shortcuts	198
Determining File and Directory Information	200
Finding the Size of a File	201
Viewing File Information	201
Viewing Files by Categories	204
Excluding Files in a Directory Listing	204
Using a Filter	205
Selecting Files and Directories	205
Using the Select Files Dialog Box	207
Moving Files and Directories	208
Using the Move Command	210
Copying Files and Directories	212
Using the Copy Command	212
Deleting Files	213
Searching for Files and Directories	214
Creating and Deleting Directories	217
Renaming Files and Directories	218
Changing File Attributes	220
Launching Applications	221
Associating Files with Applications	222
Determining File Associations	222
Defining and Removing Associations	223
Printing Files	223
Working with Networks	224
Connecting to a Network Drive	224

Viewing Network Drives	225
Performing Disk Maintenance	225
Copying Disks	226
Formatting Disks	227
Making a System Disk	228
Labeling a Disk	228
Customizing the File Manager	229
Changing the Display Font	229
Changing Confirmation Options	229
Minimizing the File Manager	230
Quitting the File Manager	230

7 Printing with Windows, 235

The Problem with Printing	236
Installing and Setting up Printers	236
Installing a Printer Driver	237
Installation Troubles	238
Configuring a Printer	239
Selecting the Default Printer	242
Using a Network Printer	243
Removing an Installed Printer	243
Introducing the Print Manager	244
Selecting Print Manager	245
Starting Print Manager	245
Working with the Queue	247
Using Multiple Printers	248
The Options Menu	248
Print Manager Messages	250
Using a Network	250
The View Menu	251
Intercepting Print Jobs	252

8 Working with Non-Windows Applications, 257

Using Non-Windows Applications	258
Options and Limitations	258
Using the MS-DOS Prompt Application	259
Setting Up a Non-Windows Application	261
Using the Program Manager	262
Using Windows Setup	263
Working with PIFs	264
Using an Existing PIF	265
Using Multiple PIFs	266
Using the PIF Editor	266
Viewing a PIF	267
Creating a New PIF	268
PIF Editor Basics	268
Using Standard Mode Options	270
Using 386 Enhanced Mode Options	272
Advanced PIF Options	274
A Custom Directory Application	278
Setting up the Application	278
Running the Application	279
Changing the PIF	280

9 Using Desktop Accessories, 283

Working with the Clock	284
Using the Notepad	285
Starting Notepad	285
Opening an Existing Text File	286
Editing Text	288
Basic Navigation Keys	289
Using the Word Wrap Feature	289

Searching for Text	290
Setting Up a Page	291
Printing a File	292
Using the Time/Date Feature	292
Using Multiple Files	292
Using the Calendar	293
Starting Calendar	293
Changing the Calendar Format	294
Selecting an Appointment Date	295
Setting Time Slots	296
Marking Special Days	297
Setting an Alarm	298
Creating and Saving Calendars	300
Printing a Calendar	301
Working with the Calculator	302
Starting the Calculator	302
Setting Up and Using Your Keyboard	302
Performing a Calculation	304
Working with Memory	304
Using Calculated Results	305
The Scientific Mode	306
Using Number Systems	306
Performing Statistics Calculations	307
Using Cardfile	307
Starting Cardfile	308
Creating a Card System	309
Adding Additional Cards	310
Deleting Cards	311
Editing Options	311
Restoring a Card	311
Pasting a Picture	311