The Easy Way Series

Windows 98
Level 1

Windows 98, Level One
Software Learning Guide
Revision: W981990409

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Dave Murphy has taught thousands of students, novice-to-expert, to be more productive using personal computers. He has been certified by Novell, Inc. as a Certified NetWare Instructor and by WordPerfect Corporation as a WordPerfect Certified Resource®. His training expertise includes WordPerfect, Paradox, dBASE, Lotus 1-2-3, Quattro Pro, Windows, Novell NetWare, and over a hundred other popular software products. In addition to presenting college and business training programs, David is a sought-after public speaker for business development programs within both the academic and commercial forums, and he has standing columns in three business newspapers. David holds academic degrees from the Defense Language Institute, United States Air Force, The University of Maryland, and The Johns Hopkins University. After a career in the military, David is President of Damar Group, Ltd. in Columbia, Maryland, a corporation controlling training and publishing firms. He is the founder of ITrain, the International Association of Information Technology Trainers. He may be reached at 410.290.7000 or via email, dave@dgl.com.

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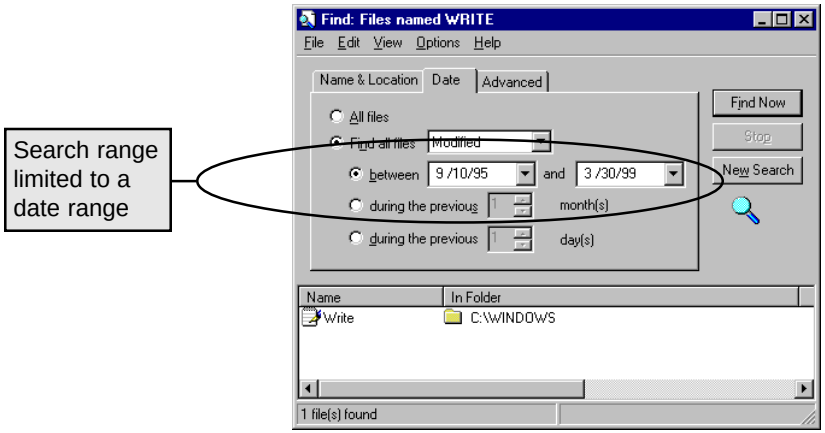
Narrowing The Search Criteria

If you receive too many responses to the original search criterion, you may narrow the search by limiting the date range that meets the search criteria.

1. Click **Date Modified**

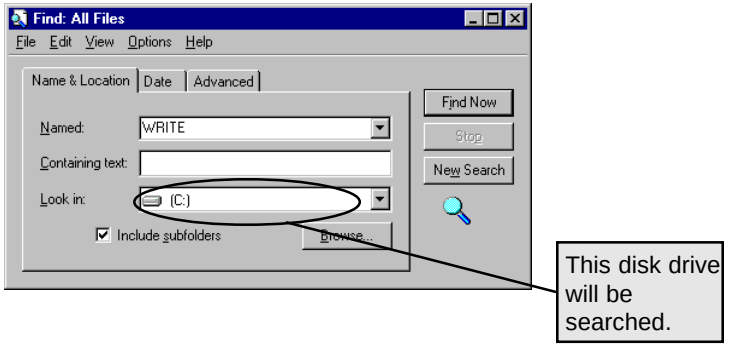


You may specify files modified during a specific date range or in the past few months or days.

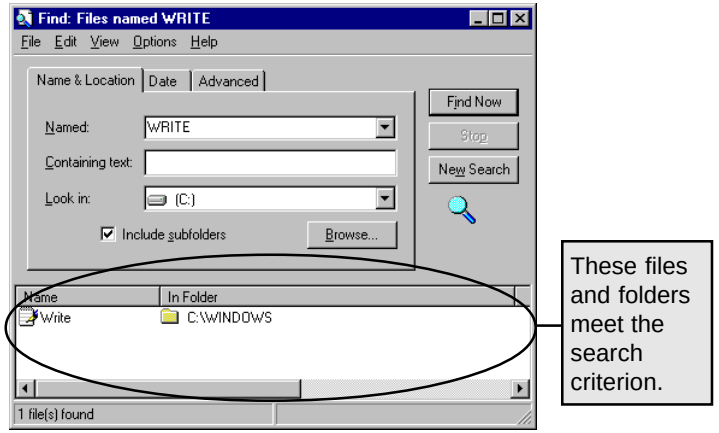
Contents

Using This Learning Guide 7
Introduction 7
Mouse Basics 9
Introduction 9
Holding The Mouse 9
Solitaire As Mouse Practice 10
Loading Solitaire 11
Exiting Solitaire 12
Windows 95 Commands 14
Introduction 14
Minimize 14
Maximize 15
Close 15
Menu Commands 15
Resizing A Window 16
Moving A Window 16
Multitasking Applications 16
Using Explorer 18
Introduction 18
Starting Explorer 19
Viewing Folder Contents 19
Registered Documents 20
Closing A Window 21
Moving & Copying Files 21
Exiting Explorer 22
Using Control Panel 24
Introduction 24
Loading Control Panel 25
Printer Installation 25
Installing A Printer Driver 26
Selecting A Printer Model 26
Selecting A Printer Port 28
Naming The Printer 29
Selecting A Default Printer 29
Printing A Test Page 30
Configuring A Printer 31
Setting The System Time 33

Screen Saver 34
Changing Screen Colors 36
Setting Screen Resolution 37
Font Control 38
Printing A Typeface Sample 39
Installing New Fonts 39
Mouse Pointer Control 40
Mouse Pointer Style 41
Word Processing 43
Introduction 43
Starting WordPad 43
Typing A Document 44
Changing The Text Size 45
Applying Italics 46
Saving The Document 47
Printing The Document 47
Finding Files 50
Introduction 50
Narrowing The Search Criteria 52
Training Express Learning Guides 53



5. Click **Find Now**



Finding Files

Introduction

Once documents have been saved to your hard drive, they have a nasty habit of getting lost. Especially, if you don't have a folder set aside for each type of document (word processor, spreadsheet, database, etc.), it's easy to forget into which folder the document was originally saved.

Luckily, Windows 98 includes a powerful search program that can ferret out even the most well hidden files.

1. Click **Start**
2. Click **Find**

In this example, you will search for all files that have the word "write" in their name.

3. Click **Files or Folders**

In the Named dialog box:

4. Type **WRITE**

Using This Learning Guide

Introduction

Windows 98 has become the a widely accepted operating system for PCs. With an improved graphical user interface (GUI) and support from all major software development companies, Windows 98 is destined for great success.

Rather than requiring the computer user to memorize arcane commands, Windows 98 allows everyone, novices and experts, alike, to get to quickly get to work.

And that's the name of the game with computers, get to work, be productive. And in the business arena, the faster one becomes productive, the greater the value of the software and computing environment.

Windows' interface is often referred to as WYSIWYG, What You See Is What You Get. This means that if a character appears on the screen in a small type size, it will print in a small size. If the type size is large, the printed size will be large. Also, line drawings, colors, and shadings appear on the screen as they will on paper.

In this learning guide, you will practice the major features of Windows 98. This guide was written by a team of professional computer instructors who have many years of experience teaching and explaining technical subjects, such as the previous versions of Windows.

Each chapter presents a new facet of the software program and builds on the previous lessons. You may start at the beginning and work progressively through each chapter or you may jump to a specific topic and focus on exactly what you need right now.

The Training Express team is very proud to present this guide to you, and we want you to succeed at learning Windows 98. Good luck, and have fun!

Mouse Basics Learning Objectives

You will be able to:

Describe the purpose of the mouse pointing device

Demonstrate how to properly hold the mouse

Describe the following mouse operations:

- **Click**
- **Double-click**
- **Drag**
- **Point**

Load Solitaire

Exit Solitaire

Finding Files Learning Objectives

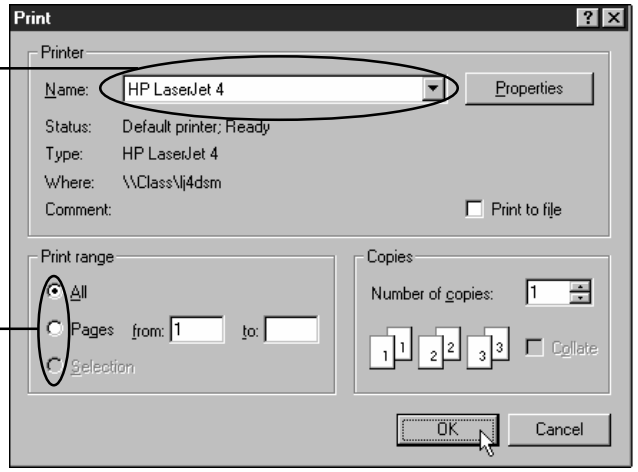
You will be able to:

Find files located on disk

Narrow search criteria

If more than one printer is installed, you may select it here.

Select which portion of the document will be printed.



3. Click **OK**

Mouse Basics

Introduction

This chapter is appropriate for computer users who are new to the Windows environment or who desire additional practice using a mouse and an input device.

The *mouse* is a manually-operated remote pointing tool. It is required to effectively use Windows 98. The mouse is used to select menu options and other graphic objects that are displayed on the screen. When you move the mouse across the mouse pad, the pointer will move in relative motion, on the screen.

Holding The Mouse

If your mouse has three buttons, rest your fingers on the outside (first and third) buttons.

The buttons' functions may be swapped through the Control Panel program.

Hold the mouse so that the wire is pointing *away* from you. Grasp it lightly between your thumb and fourth (ring) finger, and rest your index and middle fingers on the two buttons.

Usually, the left button is used for clicking. However, if you prefer to hold the mouse in your left hand, you can swap the functions of the buttons.

Keep the mouse positioned so that the cable end is always facing directly in front and leading away from your body. To move the pointer to the right side of the screen, move the mouse to the right (on the mouse pad). To move the pointer to the top of the screen, move the mouse directly away from you (toward the top of the mouse pad).

If you keep the mouse positioned so that the cord is strait ahead, you will be able to more quickly master the mouse movements because the hand-eye coordination will seem more natural.

Pressing the left mouse button, while pointing to a menu option or screen object, will select the option or object.

An icon *is a graphic picture that represents a software program or document.*

This is called *single clicking.*

Positioning the mouse on a program icon and quickly depressing the left mouse button twice will load the program. This is called *double clicking.*

Here are a few useful vocabulary terms and their definitions:

Click: Quickly press and release the mouse button (usually the left button)

Double-click: Quickly press and release the mouse button twice.

Drag: Depress the mouse button while moving the mouse

Point: Position the mouse pointer at the item of choice.

In the following chapters, you will have the opportunity to practice using the mouse until you feel comfortable.

If you desire, you may repeat any chapter, until you are sure that you completely understand the skills and procedures.

Solitaire As Mouse Practice

In the following exercises you will have the opportunity to practice using the mouse while playing the card game Solitaire.

This games is selected as a means to offer practice controlling the mouse input device. It is not intended to be a recommendation for Solitaire as a recreational pursuit in a business environment.

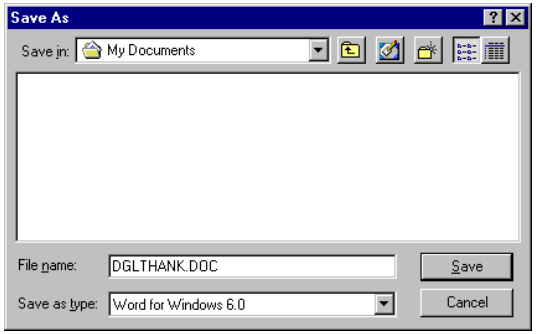
Saving The Document

To save this document for later retrieval:

1. Click **File**
2. Click **Save**

In the "File name" dialog box:

3. Type **DGLTHANK.DOC**



DGLTHANK.DOC is the name that is given to the document.

4. Click **Save**

It's helpful to use a document name that will help you recognize this document quickly in the future. Windows 98 allows up to 255 characters in a filename created using new 32-bit software programs. Older 16-bit programs only allow filenames that conform to an 8.3 format—up to eight characters, a period, and up to 3 additional characters.

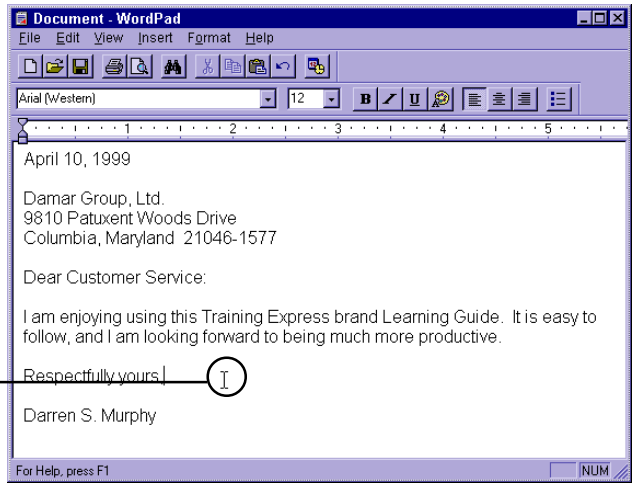
Printing The Document

To print the document that you have created:

1. Click **File**
2. Click **Print**

The print dialog window will appear, allowing you to choose the printer, number of copies, and other specifications of this print job.

After changing the text size to 12 points, the document's characters are largeron the screen (and will print larger on paper).

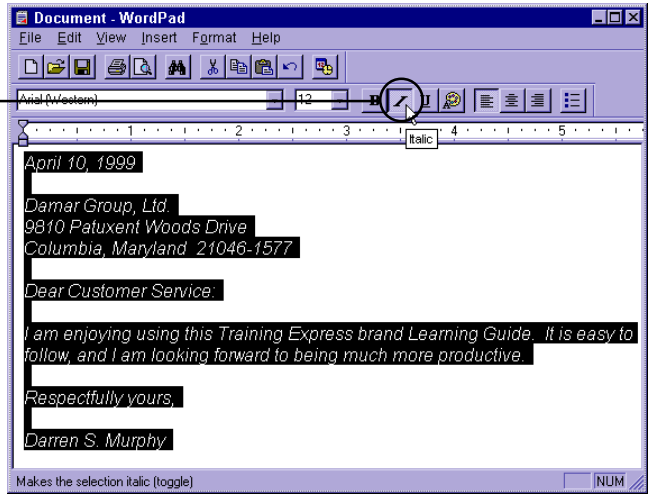


Cursor displayed as an "I-beam" when editing text.

Applying Italics

To italicize all of the text in the document:

1. Click **Edit**
2. Click **Select All**
3. Click **Italic**



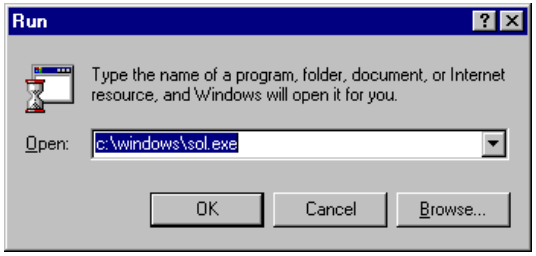
Italic

On the toolbar, there are three commonly used text attributes: (B) Bold, (I) Italic, and (U) Underline

Loading Solitaire

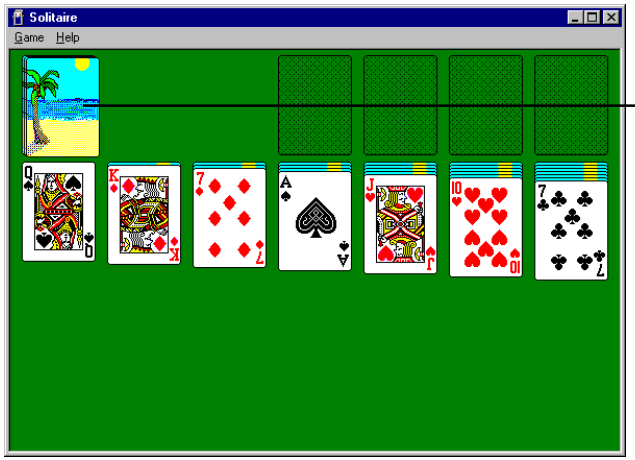
To load the Solitaire game, you must locate the "Start" button in the lower left corner of the screen. "Start' is at the far left of the task bar.

1. Click **Start**
2. Click **Run**
3. Type **c:\windows\sol.exe**



If Windows 98 is installed in a directory other than "c:\windows," please enter the correct directory followed by "\sol.exe" to load Solitaire.

4. Click **OK**



Deck of face down cards

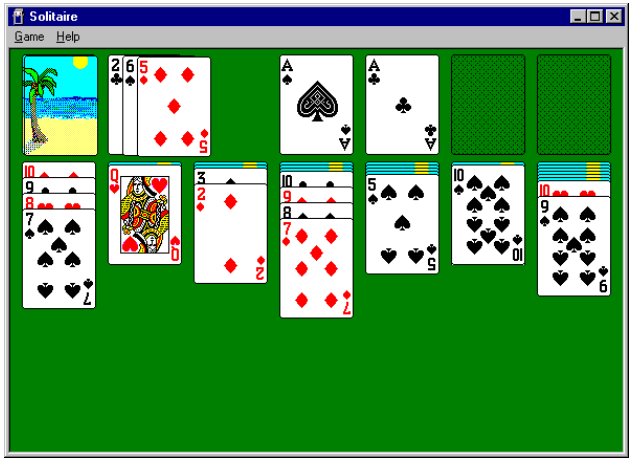
The Solitaire game will load and the screen will display the cards as dealt in preparation for the game.

The object of the game is to position all of the aces on the four empty spaces at the top of the game screen. Then all cards of that suite are placed on top of each ace, in numeric sequence.

Solitaire won't let you cheat. If you place a card in a wrong spot, it will automatically return to its original place.

To reveal cards from the pack, you may move black cards onto red cards, in descending order or red cards onto black cards in descending order. Then click on the deck's top face down card to turn it over.

If a face down card is visible anywhere on the screen, it may be turned over by double clicking it.



Solitaire substitutes the "Game" menu option for the "File" option that is used in most Windows applications.

Exiting Solitaire

To close and exit the Solitaire game:

1. Click **Game**
2. Click **Exit**

The program will shut down (exit) and the window in which the game was running will close.

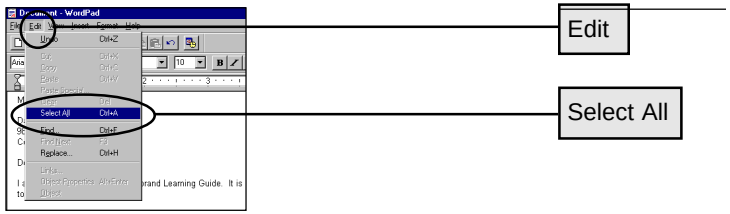
Changing The Text Size

To change the size of the text, you must select the characters in the document, and then choose the new text size.

Text is selected prior to applying any change to it. For example, before resizing, coloring, bolding, or underlining, text must be selected.

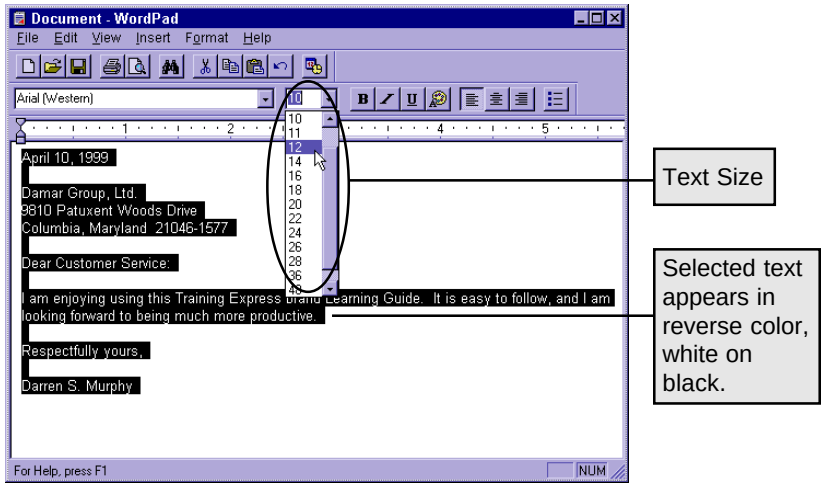
In this example, you will change all of the document's text by:

1. Click **Edit**
2. Click **Select All**



From the toolbar:

3. Click and drag the text size menu to size 12.

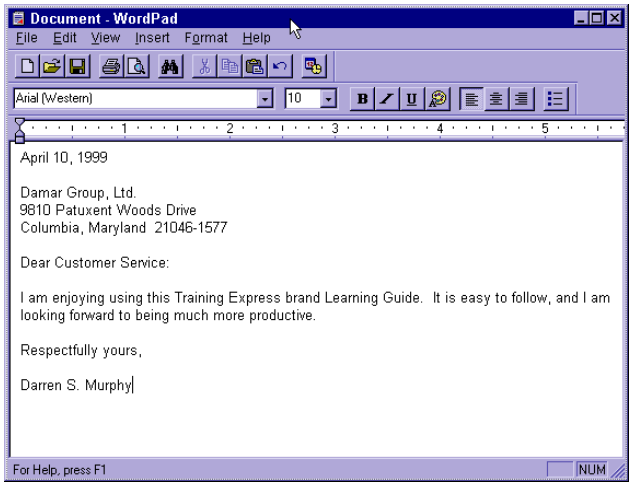


Typing A Document

Once the WordPad editing window appears, you may begin typing your document.

For this exercise, please type the following document:

```
April 10, 1999

Damar Group, Ltd.
9810 Patuxent Woods Drive
Columbia, Maryland  21046-1577

Dear Customer Service:

I am enjoying using this Training
Express brand Learning Guide. It is
easy to follow, and I am looking
forward to being much more
productive.

Respectfully yours,

Darren S. Murphy
```



Windows 98 Commands Learning Objectives

You will be able to:

Close a window

Minimize an application window

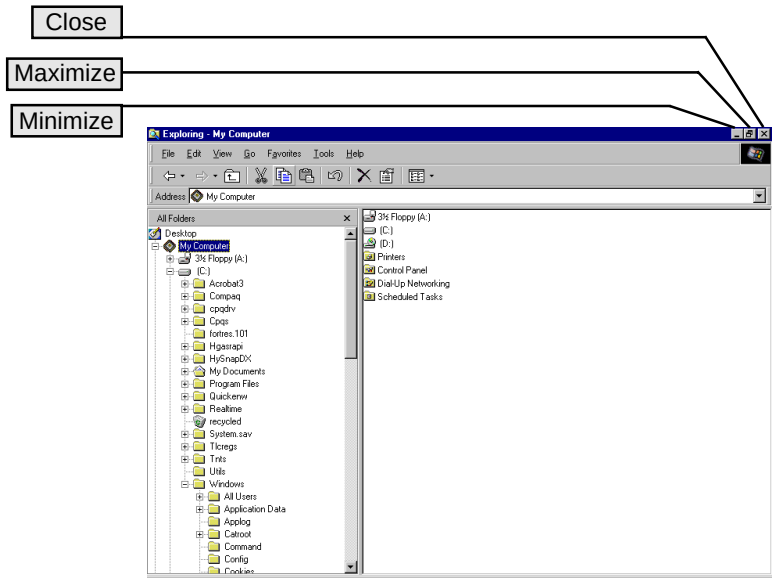
Maximize an application window

Restore an application window

Windows 98 Commands

Introduction

All application windows in Windows 98 share common commands. For example, the upper right corner of each window will feature three command buttons: minimize, maximize (or restore), and close.



Minimize

An application window can be minimized, removed from the visible screen without closing or exiting the program. When an application's window is minimized, the application program continues to run; however, it is not visible on the screen.

Minimizing some programs can improve overall system efficiency. For example, an Internet FTP (File Transfer Program) application may be downloading a file from a remote Internet site.

Word Processing

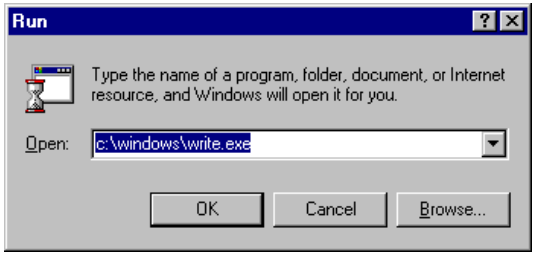
Introduction

Windows 98 includes a useful word processing program, WordPad. It's not meant to compete with Microsoft Word or other leading word processing programs; however, for light-duty work, WordPad is perfect.

Starting WordPad

To start WordPad:

1. Click **Start**
2. Click **Run**
3. Type **c:\windows\write.exe**



4. Click **OK**

Word Processing Learning Objectives

You will be able to:

Open WordPad

Type a document

Change the type size

Italicize, bold, and underline text

Save the document

Print the document

During the download process, an incremental counter reports the number of bytes of information that have been transferred.

This continuously updating of the counter requires system processor time to update the screen every few seconds. If the program window were minimized, the counter would not be displayed, thereby saving a few processor cycles by not continuously updating the video screen.

Maximize

Maximize is the opposite of Minimize. If the application program that you're using would be easier to see in a full-screen mode, the window may be maximized—to the full size of the video display.

Once a window has been maximized, the middle command button in the upper right corner of the screen will change to a "*Restore"* button. A maximized window may be "restored" to it's original size.

Close

Solitaire substitutes the "Game" menu option for the "File" option that is used in most Windows applications.

Any Windows application may be shut down by clicking the Close command button.

Using the Close button has the same effect using the menu to by clicking **File** | **Exit**.

Menu Commands

As you continue to use Windows 98 and additional Windows applications, you will notice that most application programs share common menus.

For example, the first menu command is almost always *File*, and under this menu commands such as *Open, Save, Close,* and *Exit* can be found.

The next menu is usually *Edit*. Under the Edit menu commands such as *Undo*, *Cut*, *Copy*, and *Paste* will be found.

The common menu structure is one of the features of Windows 98 that makes it easy to learn new software programs. In fact, the more programs you know, the easier it is to learn new programs.

Resizing A Window

An application window that is not maximized may also be resized by dragging the side or corner of the window.

For example, if you were to drag the bottom right corner of the Solitaire window toward the bottom right, the entire window will enlarge. If you were to drag that same corner toward the upper left, the window would shrink.

Moving A Window

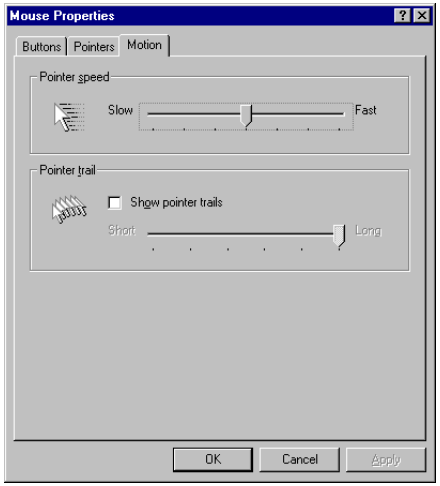
To move a window on the screen, drag it's title bar, the colored bar at the top of the application window, to a new location on the screen. When you release the mouse button, the window will snap into place at the new location.

By judiciously sizing and moving windows, it's possible to display more than one application on the screen at the same time.

Multitasking Applications

If more than one program is running on your computer at the same time, you may use the <Alt-Tab> keystroke to switch from one program to another.

Or, you may click on the program's name on the taskbar at the bottom of the Windows 98 screen.

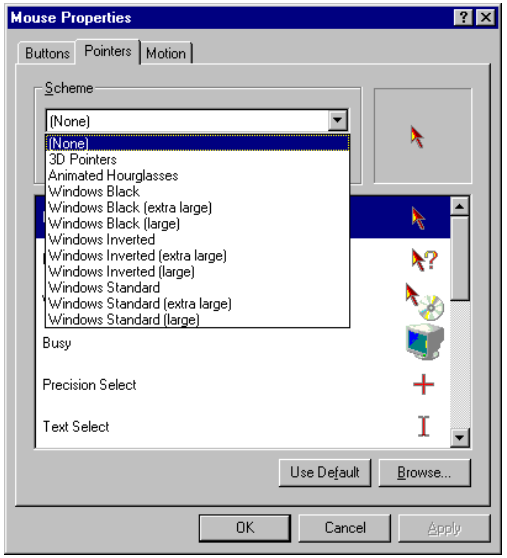


Mouse Pointer Style

To change the style of the mouse pointer:

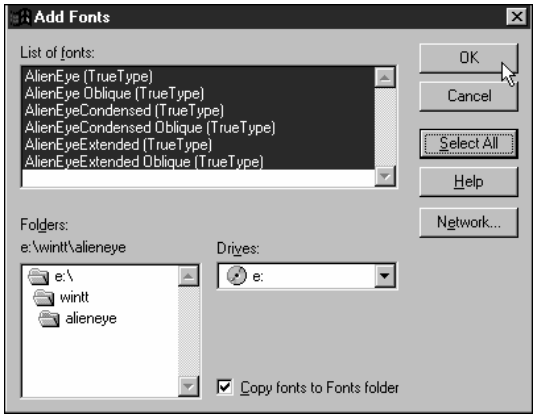
1. Click **Pointers**
2. Select **a scheme from the list**

The shape of the mouse pointers will be changed.



Copy fonts to Fonts Folder *ensures that the typeface information is properly installed on your computer's hard disk, not just on a diskette, CD-ROM, or network drive.*

4. Select the typefaces to be installed.
5. Click **Copy fonts to Fonts folder**
6. Click **OK**



Mouse Pointer Control

As you become more proficient with Windows 98, you may want to increase the speed at which the mouse responds to your physical movements.

To do this you must have the Control Panel open.

1. Double-click **Mouse**
2. Click **Motion**
3. Drag the Pointer speed selector toward either end, you should notice the response of the mouse has changed.

If you are using a laptop or notebook computer that does not clearly display the mouse pointer while it is motion, you may want to turn on the mouse pointer trails.

1. Click **Show pointer trails**

Now, the mouse pointer shows trails as it moves across the screen, helping your find the pointer when it is in motion.

Using Explorer Learning Objectives

You will be able to:

Start Explorer

Describe a folder

View folder contents

Define a registered file

Open a registered file in its host application program

Move and copy a file

Close an application window

Exit Explorer

Using Explorer

Introduction

The Windows 98 Explorer is one of the most commonly-used features of the entire program. With it, you are able to organize the programs and documents that are stored on your computer's hard disk.

Folders are storage locations on your disk, either hard disk or floppy diskette.

With Windows 98, programs are stored in *folders*, which are also called directories. These are storage locations on the surface of the disk. Folders may exist on both hard disks, those storage devices inside your computer, and on diskettes, the portable disks that may be inserted and removed from your computer.

If it weren't for folders, all of the documents that you create and software programs that you buy would reside in the same place—in a pile of filenames hopelessly large and cumbersome.

Use folders as storage bins for computer information. Feel free to move files into or out of the folders as your organizational needs change. You can even remove old folders and create new ones.

Before you can start to use Explorer, you must understand a new mouse clicking concept: Right-click.

"Right-click" is the opposite of "click." If you would normally click the left mouse button, use the right button to "right-click."

If, however, you have altered the function of your buttons, so that the right button is your "normal click," then the "right-click" would be the left button—the opposite button.

Printing A Typeface Sample

To print the typeface's sample page, make sure one of the typeface samples is open:

1. Click Print

The sample page will print, offering you a permanent record of the typeface's characteristics.

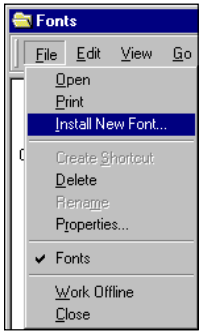
If you use multiple typefaces, it's convenient to have a printed set of each typeface's characteristics for easy reference.

Installing New Fonts

It's a straightforward process to install a new font typeface.

From the Fonts menu:

1. Click **File**
2. Click **Install New Font...**



New typefaces may be installed from diskette, CD-ROM, or network drive.

CD-ROMs are the most common method of delivering new typefaces.

The following example, demonstrates installing the "AlienEye" typeface from a CD-ROM, which is designated as the "E:" drive on the computer.

3. Select the drive and folder that contains the typefaces that you wish to install.

Font Control

Windows 98 uses TrueType fonts that allow you to print to any graphics printer, including laser, inkjet, and dot matrix-style printers.

A number of typefaces are preinstalled with Windows 98, and many software applications include additional type faces during their installation processes.

FYI: This learning guide is printed in Times New Roman typeface—one of the preinstalled typefaces.

To preview, add, or delete typefaces, you must access the "Fonts" icon from the Control Panel.

From the Control Panel window:

1. Double-click **Fonts**

To preview the Arial typeface:

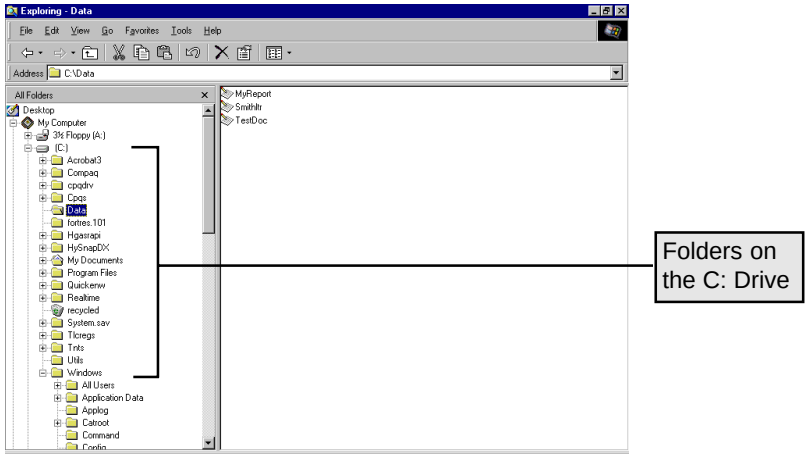
1. Double-click **Arial**

The Arial (TrueType) window appears allowing you to preview the character style of this typeface.

You may close the Arial typeface window and preview other typefaces.

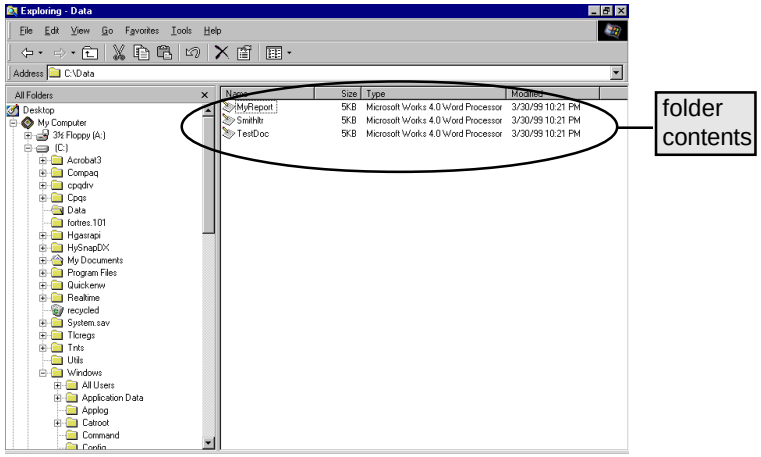
Starting Explorer

1. Right-click **Start**
2. Click **Explorer**



Viewing Folder Contents

To view the contents of a folder, double click the folder, and the contents will display on the right side of the screen.



Registered Documents

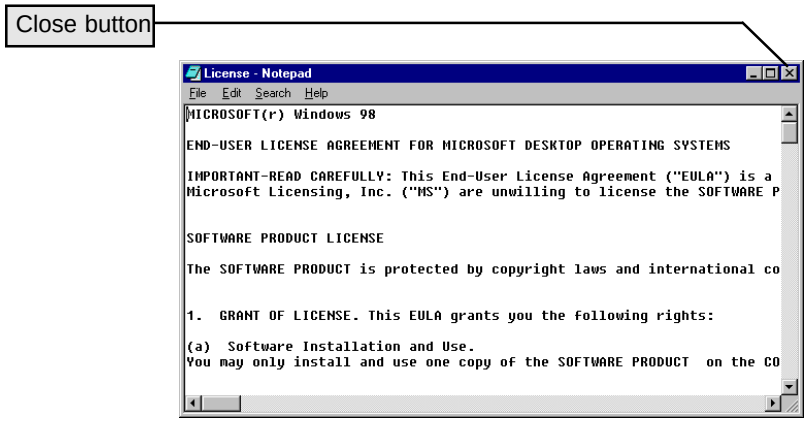
Many of the different types of documents that you will find in folders are registered with Windows 98.

That means the type of file is known to Windows 98 because of the file's extension. For example, the file "readme.txt" is a text file—a file that contains only basic text, without any special formatting commands or computer instructions. The Windows 98 Explorer does not show file extensions. A registered document will have a file type associated with it.

A document that ends with ".doc," for example, "resume.doc" is most likely a MS Word document, because .doc is the extension assigned to MS Word document files.

If a filename extension is registered in Windows 98, you may load both the document and it's host program at the same time by double-clicking the filename when viewed in Explorer.

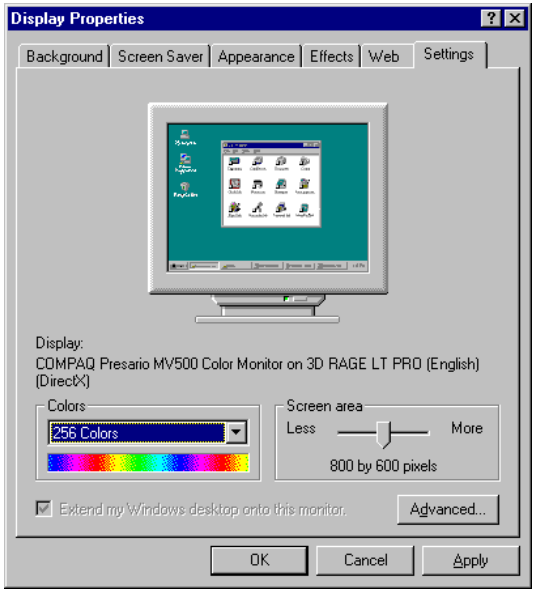
In this example, "Readme" has a registered filename extension. When the file "Readme" is double-clicked the document is loaded into Windows 98's Notepad program.



Setting Screen Resolution

To set the resolution of the screen (how many dots of light are displayed on the monitor):

1. Click **Settings**



Each video manufacturer has its own settings. Your "Settings" dialog box may vary from this example.

The higher the screen resolution, the smaller text and graphics will appear on the screen.

Because, the physical monitor size is fixed: 14", 17", etc. However, the number of pixels of light that can be displayed is dynamic. The more pixels you use, the smaller the images; however, the resolution improves.

For example, 1024 x 768 is a more resolute screen image than 640 x 480. The first number is the horizontal pixel count, the second number is the vertical pixel count.

From this dialog box, you may adjust the settings of the screen saver.

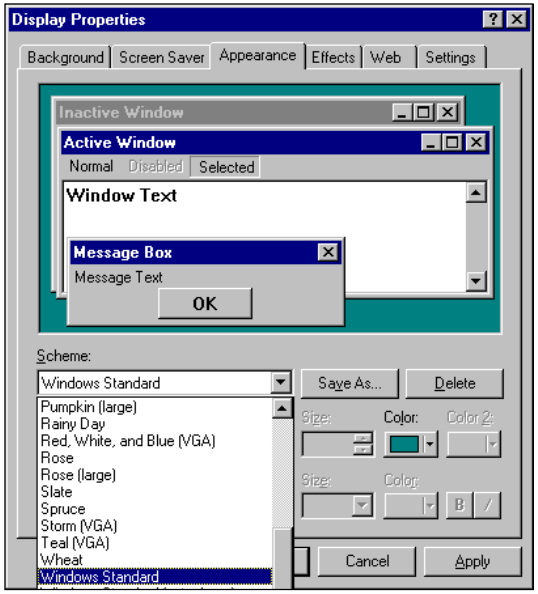
When you are comfortable with the settings you have selected:

1. Click **OK**

Changing Screen Colors

To change the color of the Windows 98 screen:

1. Click **Appearance**
2. Select the **Scheme** dialog window



3. Select **a color scheme**
4. Click **Apply**

Closing A Window

To close a window and shut down the program, you may click the close button in the upper right corner of the window. The close button is the "X" button.

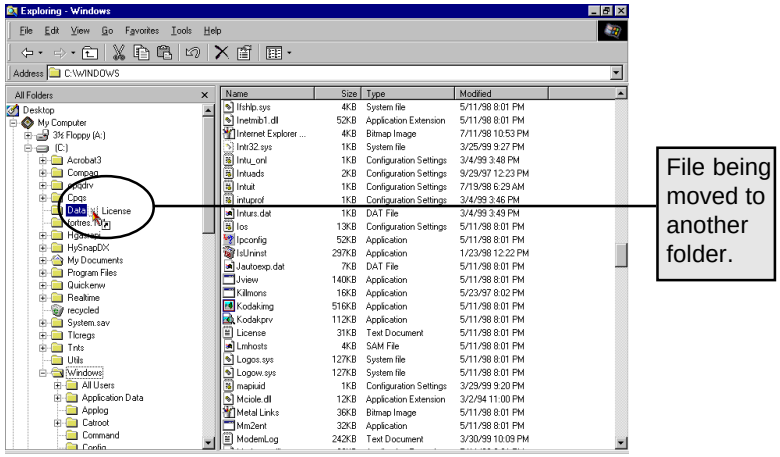
The close button is the "X" in the upper right corner of a window

Moving & Copying Files

It's a common occurrence to need to copy a file or group of files. Not only from one folder to another on the same disk, but also form hard disk to floppy diskette to allow for moving the files to another computer.

"Copy" means to duplicate. "Move" means to relocate.

Using Explorer, if a file were dragged to another folder on the same disk drive or same diskette, it would be *moved* from the original folder to the new folder.



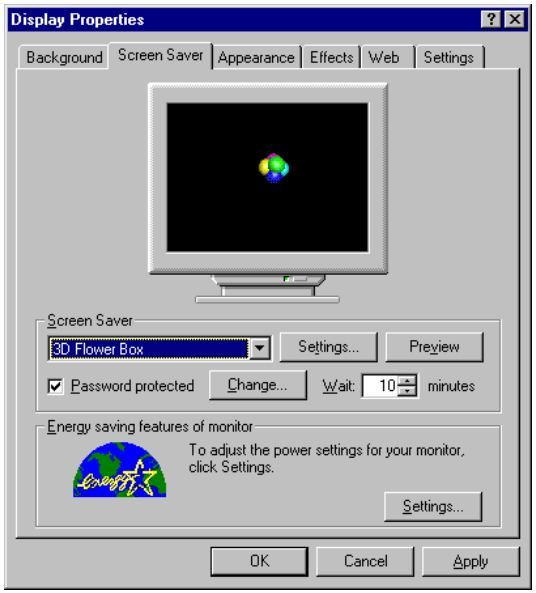
However, if a file were dragged from within a folder to a folder on another disk drive or diskette, it would be *copied.*

Exiting Explorer

To exit Explorer:

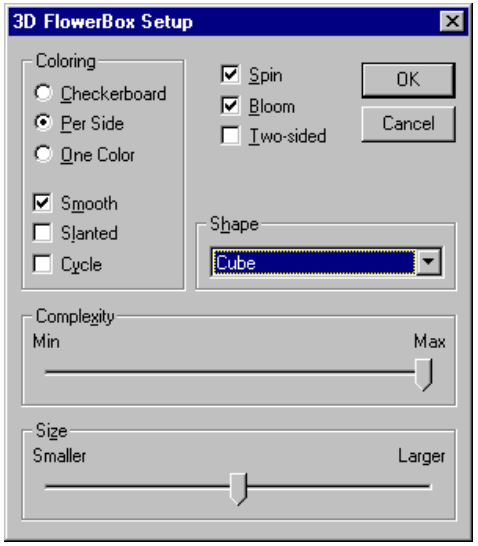
1. Click **Close Button**

2. Click **Screen Saver**



From the Screen Saver dialog window:

1. Select **3D Flower Box**
2. Click **Settings**



Screen Saver

Windows 98 includes a number of screen savers that will help prolong the life of your computer monitor.

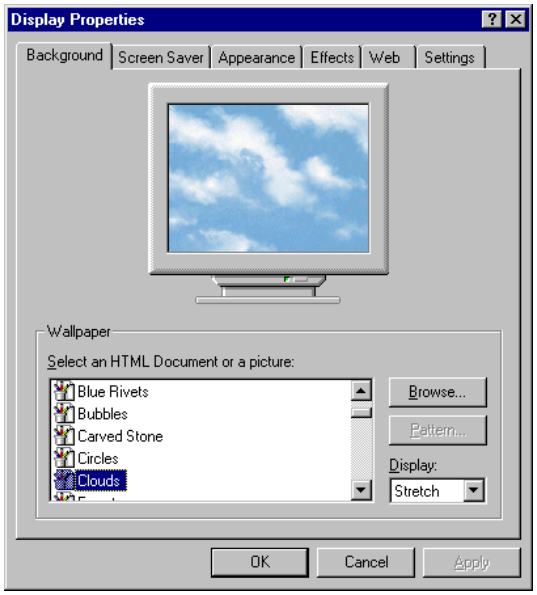
It's important to use a screen saver to reduce the fatigue and potential burn-in caused by the same image's being displayed for may hours at a time.

Also, each screen saver includes a password option to prevent unauthorized use of your computer. Once the screen saver is activated, a password is required to access the computer.

In the Control Panel:

1. Double-click **Display**

Your display dialog window may differ from this example. Each display manufacturer has individual settings and menu options.



Using Control Panel Learning Objectives

You will be able to:

Load Control Panel

Install a new printer

Test a new printer

Setting the system date and time

Install a screen saver

Alter the screen colors

Change the screen resolution

Preview and print sample typefaces

Install typeface fonts

Control the response of the mouse pointer

Change the mouse pointer style.

Using Control Panel

Introduction

Control Panel is the "engine room" of Windows 98. It allows access to most of the programs that control how Windows 98 functions.

Here is a short list of the options that can be changed via Control Panel:

Screen colors, resolution, and password-protected screen saver

Printer fonts

Mouse speed and sensitivity

Accessibility options for users with physical challenges

Printer types and connections

Computer system date and time

Network connections

Audio sounds and multimedia options

Memory allocation and system performance

Caution:

Please read this caution statement.

Changing settings in the Control Panel can affect the performance of Windows 98 in both positive and negative ways.

Caution should be exercised when making Control Panel changes. If you are not completely sure of the effect that your change will have, you should not make the change.

For additional information regarding Control Panel, and all Windows 98 operations, please refer to Microsoft's Windows 98 Resource Kit, ISBN 1-55615-678-2.

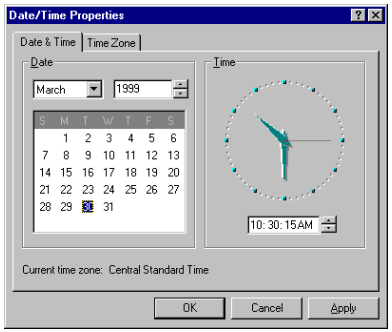
Setting The System Time

Personal computers usually have a battery-operated clock that allows the system to keep time even when turned off.

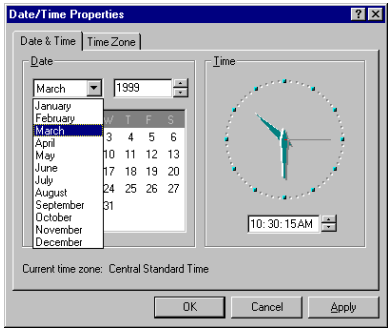
However, most computers either gain or loss time each month. If this bothers you, it's possible to reset the system time through the Control Panel.

In the Control Panel window:

1. Double-click **Date/Time**



The month and year may be changed by dropping down their selection boxes and clicking on the correct month or year.



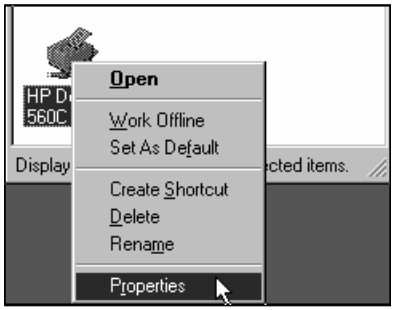
The time is altered by clicking within the digital time window and typing in the correct time.

After setting the date and time:

1. Click **OK**

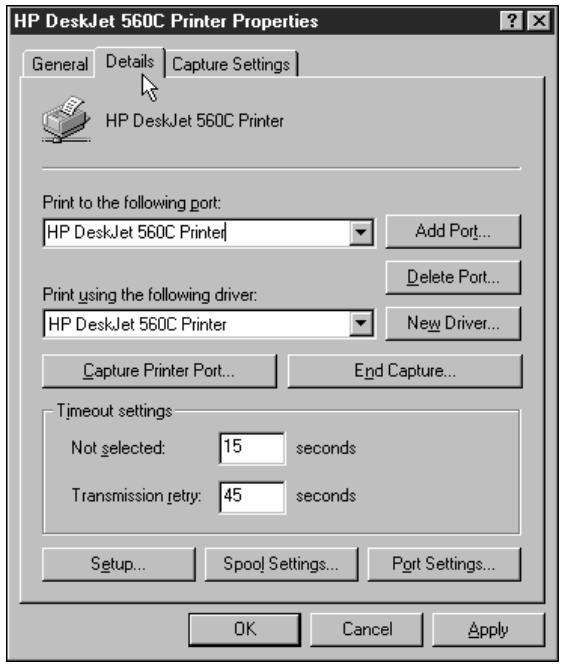
To change the printer's properties:

1. Right-click **the newly installed printer**
2. Click **Properties**



A dialog box will appear. In this box, you may alter the default settings of your printer driver.

The settings of your printer may vary from this example. Every printer driver has a different "Properties" dialog box.



When you have completed setting the printer driver's properties:

1. Click **OK**

Loading Control Panel

To load Control Panel:

1. Click **Start**
2. Click **Settings**
3. Click **Control Panel**

The icons displayed in your Control Panel may vary from the example.

Printer Installation

Installing a new printer into Windows 98 Control Panel will make the printer available to all Windows applications, whether they are specifically designed for Windows 98 or for all versions, including Windows 95 and Windows 3.1.

Install a printer driver for each printer

A correct printer "*driver*" must be installed for each printing device that you intend to use. Some printers emulate other more common printers; however, in general, it's best to install the manufacturer's approved device to ensure the best quality output.

Installing A Printer Driver

To install a new printer:

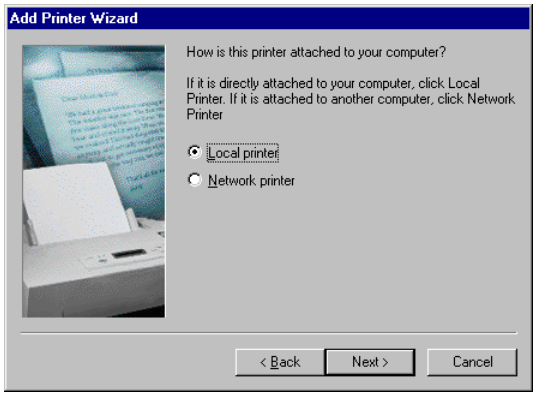
1. Double-click **Printers**
2. Double-click **Add Printer**

Windows 98 allows printers to be connected directly to your computer via a parallel or serial port or to your network.

If the printer is connected to your local area network, you must ensure that your print information is passed to the network, rather than to the local output port on your computer.

Let's connect a local printer, one that will be connected directly to your computer's parallel port.

1. Click **Next**
2. Click **Local printer**



3. Click **Next**

Selecting A Model

You must now select the manufacturer and model of the printer driver that you will install.

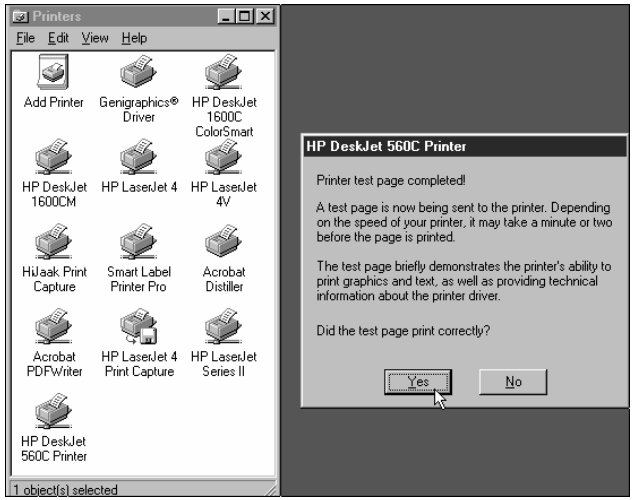
A series of message boxes may appear on the screen during the printing of the test page. These do not require your intervention.

If the test page printed correctly:

1. Click **Yes**

If the test page did not print correctly:

1. Click **No**
2. Follow the on-screen instructions.



Configuring A Printer

Once a new printer driver has been installed, you may want to configure it to meet your specific needs.

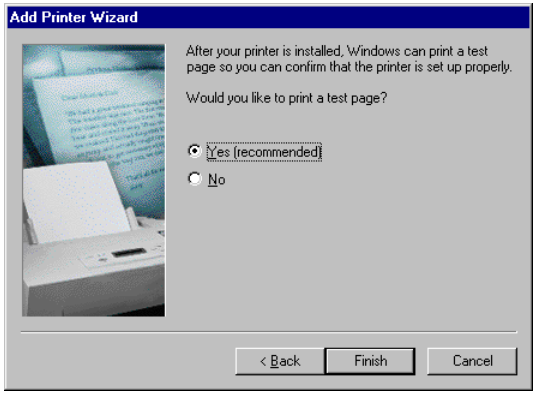
For example, you may have installed additional memory to allow complex graphic printing, or you may want to alter the default settings of the printer.

Printing A Test Page

It's a good idea to allows Window 98 to print a test page to ensure that the printer driver and port were properly installed and configured.

To print a test page:

1. Click **Yes**



2. Click **Finish**

If you installed Windows 98 from CD-ROM or diskette, you may have insert a CD or diskette that contains the text of the test page.

A dialog box will appear if the CD or diskette were needed.

After inserting the requested CD or diskette:

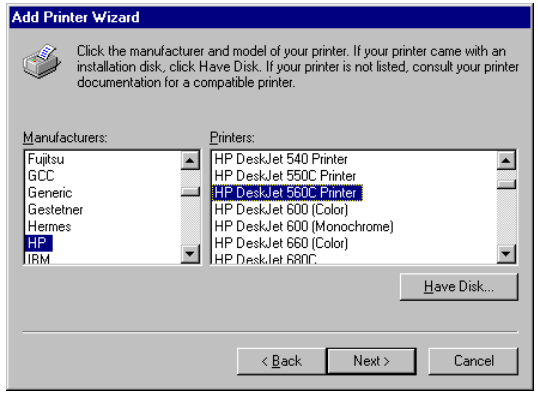
1. Click **OK**

In this example, let's select a Hewlett-Packard DeskJet 560C color ink jet printer.

1. Click **Agfa** (the first manufacturer listed)
2. Type **H** (the first letter of HP)
3. Press ↓ (down arrow)

The option for HP (Hewlett-Packard) should not be selected. If not, please press the up or down arrow keys, as necessary, to select (highlight) the "HP" option.

4. Click **any printer** in the "Printers" column
5. Press the **down arrow** until "HP DeskJet 560C Printer" is selected.



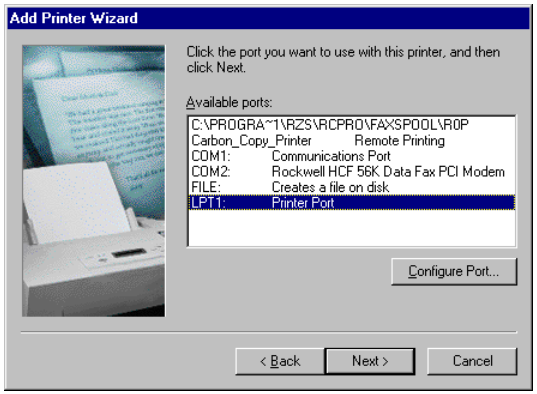
6. Click **Next**

Selecting A Printer Port

You must now select the printer's output port to which the printer is physically connected.

In effect, you are instructing Windows 98 where the print data should be sent.

1. Click **the printer port** (usually LPT1:)

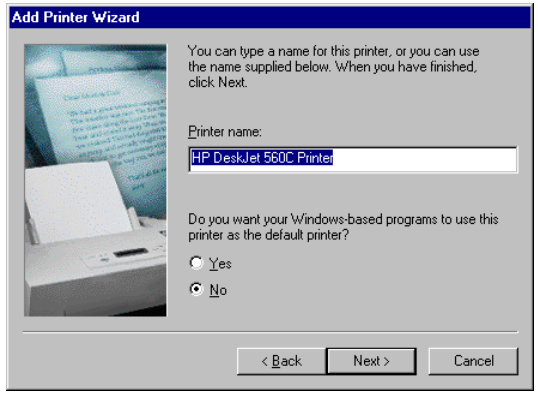


2. Click **Next**

Naming The Printer

The last installation step is to create a descriptive name for the printer. The printer name will help you recognize it when you select printers within your software applications.

1. Type **a descriptive name** for this printer.



Selecting A Default Printer

If you would like Windows 98 to use this printer as the default (automatically selected) printer, you may click the "Yes" button.

1. Click **Next**