Windows Help Glossary

A
active
annotation
application
application window
arrow keys
associate
attributes

B
Back button
base I/O port address
base-level synthesizer
base memory address
batch program
binary-file transfer
branch
browse
buffer

C
check box
choose
clear
click
client application
Clipboard
ClipBook page
close
collapse
color scheme
command
command button
comment
communications settings
compound device
computer name
connect
Contents button
control codes
Control menu
Control-menu box
conventional memory
current directory
cutout

D

default button
default logon name
default printer
desktop
desktop pattern
destination directory
destination document
device contention
dialog box
dimmed
directory
directory tree
directory window
disconnect
disk access
document
document file
document-file icon
document window
domain
double-click
downloaded fonts
drag
drive bar
drive icon
driver

E

embedded object
encapsulated PostScript file
environment variable
event log
expand
expanded memory
extended-level synthesizer
extended memory
extension

F

file
file access
flexible box
filename
floppy disk
font
font set
footer
full-screen application

active

The window or icon that you are currently using or that is currently selected. The next keystroke or command you choose always applies to the active window or icon. If a window is active, its title bar changes color to differentiate it from other windows, and if an icon is active, its label changes color. (Unless you have specified otherwise in Control Panel.)

Windows or icons on the desktop that are not selected are inactive.

annotation

A note or comment that you add to a Help topic. You can add comments to a Help topic by using the Annotate command on the Edit menu.

application

A computer program used for a particular kind of work, such as word processing. This term is often used interchangeably with "program."

application window

The main window for an application, which contains the application menu bar and workspace. An application window may contain multiple document windows.

arrow keys

The keys on your computer keyboard that you use to navigate around your screen. Each key is named for the direction the arrow points. There is an UP ARROW, DOWN ARROW, LEFT ARROW, and RIGHT ARROW key.

associate

To identify a filename extension as "belonging" to a certain application. When you open a file having that extension, the application starts automatically.

attributes

Information that indicates whether a file is a read-only, hidden, or system file, and whether the file has been changed since a backup copy of it was made.

Back button

Returns you to the Help topic you have just viewed. Use this button to backtrack through the topics you have viewed so far. The Back button is in the Help button bar, which is located directly below the menu bar.

base I/O port address

The location within the input/output address space of your computer that is used by a device such as a printer, modem, or network adapter.

base memory address

The location in computer memory that a device, such as a network adapter, uses to move information into and out of memory. This location is also referred to as the RAM start address.

base-level synthesizer

A synthesizer that can play a minimum of six notes on three melodic instruments and three notes on three percussive instruments simultaneously.

batch program

An ASCII file (text file) that contains one or more MS-DOS commands. A batch program filename has a .BAT extension. When you run a batch program, the commands are processed sequentially.

binary-file transfer

A method of transferring binary files from Terminal to a remote computer. Binary files consist of ASCII characters plus the extended ASCII character set. These files are not converted or translated during the transfer process.

branch

A segment of the directory tree that represents a directory and any subdirectories it contains.

browse

To look through a list of workgroups and computers for shared resources, or to view files and directories. When using some dialog boxes, you can use the Browse button to view a list of files and directories and then select the file you want.

buffer
A temporary storage place for information.

Help button bar

Contains the Help buttons you can use to move to topics. It is located directly below the menu bar.

check box

A small, square box in a dialog box that can be selected or cleared. When a check box is selected, an X appears in the box. A check box represents an option that you can turn on or off.

choose

To pick an item by using the keyboard or mouse to begin an action. You choose a command on a menu to perform a task, and you choose a program-item icon to start an application.

clear

To turn off an option by removing the X from a check box. You clear a check box either by clicking it, or by selecting it and then pressing the SPACEBAR.

click
To press and release a mouse button quickly.

client application

A Windows-based application that can accept linked or embedded objects.

Clipboard

A temporary storage area in memory that is used to transfer information. You can cut or copy information onto the Clipboard and then paste it into another document or application.

ClipBook page

A piece of information you have pasted onto your Local ClipBook. The piece of information (called a page) is permanently saved. Information on a ClipBook page can be copied back onto the Clipboard and then pasted into a document. You can share a ClipBook page with other people so that they can link to the page or embed it in another document.

close

To remove a window or dialog box, or quit an application. You close a window by choosing the Close command from the Control menu. When you close an application window, you quit the application.

collapse
To hide additional directory levels below a selected directory in the directory tree.

color scheme
A combination of complementary colors for screen elements.

command

A word or phrase, usually on a menu, that you choose to carry out an action. You choose a command from a menu or type a command at the MS-DOS prompt. You can also type a command in the Run dialog box in File Manager or Program Manager.

command button

A button in a dialog box that carries out or cancels the selected action. Two common command buttons are OK and Cancel. Choosing a command button that contains an ellipsis (for example, Browse...) causes another dialog box to appear.

comment

A descriptive message that you can assign to a shared resource or a computer. The comment appears in the Connect dialog box when others select the computer or resource.

communications settings

Settings that specify how information is transferred from your computer to a serial device (usually a printer or modem).

compound device

A device that plays specific media files. For example, to use a compound device, such as a MIDI sequencer, you must specify a MIDI file.

computer name
The name that identifies your computer to other people on the network.

connect

To assign a drive letter, port, or computer name to a shared resource so that you can use it with Windows for Workgroups.

Contents button

Displays the active application's Help Contents, from which you can choose the Help topic you want. The Contents button is in the Help button bar, directly below the menu bar.

control codes

Codes that specify Terminal commands or formatting instructions (such as linefeeds or carriage returns) in a text file. Control codes are usually preceded by a caret (^). You enter these codes when you are assigning Terminal commands or tasks to function keys.

Control menu

A menu that contains commands you can use to manipulate a window. To open the Control menu, you choose the Control-menu box to the left of the title bar in a window, or you select an application icon. Every application that runs in a window and some MS-DOS-based applications have a Control menu. Document windows and some dialog boxes also have Control menus.

Control-menu box
The box to the left of the title bar. When you click this box, the Control menu opens.

conventional memory

Up to the first 640K of memory in your computer. MS-DOS uses this memory to run applications.

current directory

The directory that you are currently working in or that is selected in the directory window.

cutout

An area of the drawing you select by using the Scissors or Pick tool.

default button

In some dialog boxes, a command button that Windows automatically selects. The default button has a bold border, indicating that it will be chosen if you press ENTER. You can override a default button by choosing the Cancel button or another command button.

default logon name

The logon name used when you log on without a logon password. If you use a logon password, the default logon name appears in the Welcome to Windows for Workgroups dialog box. Usually, this name indicates the owner of the computer.

default printer

The printer that is used if you choose the Print command without first specifying which printer you want to use with an application. You can have only one default printer, and it should be the printer you use most often.

desktop
The background of your screen, on which windows, icons, and dialog boxes appear.

desktop pattern

A design that appears across your desktop. You can create your own pattern or select a pattern provided with Windows.

destination directory
The directory to which you copy or move one or more files.

destination document

The document into which a package or a linked or embedded object is placed.

device contention

The way Windows allocates access to peripheral devices, such as a modem or a printer, when more than one application is trying to use the same device.

disconnect
To detach a drive letter, port, or computer from a shared resource.

disk access
The way information is transferred from memory to a hard drive.

drive bar

A line of drive buttons located near the top of the File Manager window. You can change the drive displayed in a directory window by choosing a drive button.

driver

A program that enables a specific piece of software, such as network software, or hardware (a device) to communicate with Windows. Although the software or device may be installed on your system, Windows cannot recognize the software or device until you have installed and configured the appropriate driver.

dialog box

A window that appears temporarily to request or supply information. Many dialog boxes have options you must select before a command can be carried out.

dimmed

Unavailable or disabled. A dimmed button or command is displayed in a different color, and it cannot be chosen. Sometimes referred to as grayed-out.

directory

Part of a structure for organizing your files on a disk. A directory can contain files and other directories (called subdirectories). The structure of directories and subdirectories on a disk is called a directory tree.

directory tree

A graphical display of the directory structure on a disk. The top-level directory is the root directory.

directory window

A File Manager window that displays the contents of a disk. The window shows both the directory tree and the contents of the current directory. A directory window is a document window that you can move and size.

drive icon

An icon on the drive bar in File Manager that represents a disk drive on your system. Different icons depict floppy disk drives, hard disk drives, network drives, RAM drives, and CD-ROM drives.

document

Whatever you create with an application, including information you type, edit, view, or save. A document could be a business report, a spreadsheet, a sound file, or a picture.

document file

A file that is associated with an application. When you open a document file, the application starts and loads the file.

document-file icon

Represents a file that is associated with an application. When you choose a document-file icon, the application starts and loads the file.

document window

A window inside an application window. Each document window contains a single document or other data file. In some applications, there can be more than one document window inside an application window.

domain

A LAN Manager and Windows NT term used to represent a group of devices, servers, and computers grouped together to simplify network administration and security. Domain names are used to identify each domain.

double-click

To rapidly press and release a mouse button twice without moving the mouse. Double-clicking carries out an action, such as starting an application.

downloaded fonts

Fonts that you send to your printer either before or during the printing of your documents. When you send a font to your printer, it is stored in printer memory until it is needed for printing.

drag

To move an item on the screen by clicking the item and then, before releasing the mouse button, moving the mouse. For example, you can move a window to another location on the screen by dragging its title bar.

embedded object

Information in a document that is a copy of information created in another application. By choosing an embedded object, you can start the application that was used to create it while remaining in the document you're working in.

encapsulated PostScript (EPS) file

A PostScript file with header information about the file. EPS files may print faster than other graphical representations. Some Windows-based and MS-DOS-based graphical applications can import EPS files. Refer to the documentation supplied with your application to determine whether this capability is supported.

environment variable

A string consisting of environment information, such as a drive, path, or filename, associated with a symbolic name that can be used by MS-DOS and Windows. You use the **set** command at the command prompt or in the AUTOEXEC.BAT file to define environment variables.

event log

An event log provides a record of events such as logging on to or off of the network, or each time someone uses a resource on your computer.

expand

To show more directory levels in the directory tree. With File Manager, you can expand a single directory level, one branch of the directory tree, or all branches at once.

expanded memory

A type of memory, up to 8 MB, that is used by some MS-DOS-based applications. The use of expanded memory is defined by the Expanded Memory Specification (EMS). Expanded memory requires the use of an expanded-memory manager, such as EMM386.EXE.

extended-level synthesizer

A synthesizer that can play a minimum of 16 notes on nine melodic instruments and 16 notes on eight percussive instruments simultaneously.

extended memory

Memory beyond 1 MB. To use extended memory with Windows for Workgroups, you need to have an extended-memory manager installed, such as HIMEM.SYS.

extension

The period and up to three characters at the end of a filename. An extension usually indicates the type of file or directory. For example, program files have default extensions of .COM or .EXE.

Many applications use a default extension when you save a file the first time. For example, Windows Notepad adds .TXT to all filenames unless you specify otherwise.

file

A collection of information that has been given a name and is stored on a disk. This information can be a document or an application.

filename
The name of a file. Windows uses MS-DOS naming conventions.

file access

The way files are read from and written to disks. You have a choice of 32-bit or 16-bit file access on hard disk drives.

flexible box

A rectangular box that changes shape as you move the mouse. Use a flexible box to select an area of the picture you want to change, cut, copy, or move.

floppy disk
A disk that can be inserted in and removed from a disk drive.

font

A graphic design applied to a collection of numbers, symbols, and characters. A font usually comes in different point sizes and styles, such as bold or italic.

font set

A collection of font sizes for one font, customized for a particular display and printer. Font sets determine what text looks like on the screen and when printed.

footer

Text that appears at the bottom of every page of a document when it is printed, such as a page number.

full-screen application

An MS-DOS-based application that is displayed on the entire screen, rather than in a window, when running in Windows for Workgroups.

General MIDI

A MIDI specification controlled by the MIDI Manufacturers Association (MMA). The specification provides guidelines for authors of MIDI files so that files sound the same on a variety of synthesizers.

>> **button**

Displays the next topic in a series of topics. Use this button to move forward from topic to topic in the order they are organized in Help. This button is located in the Help button bar, directly below the menu bar.

group

In Program Manager, a collection of applications and files associated with applications. Grouping your applications makes them easier to find when you want to start them.

group icon

The icon that represents a group in Program Manager when the group window is minimized. To open a group and view its contents, you choose the group icon.

group window

A window that displays the items in a group within Program Manager. These items can be applications, files associated with applications, or a combination of both.

header

Text that appears at the top of every page of a document when it is printed, such as a chapter title.

header information

Information that contains PostScript® instructions required for printing documents correctly on a PostScript printer.

high memory area
The first 64K of extended memory (often referred to as HMA).

History button

Displays a list of Help topics you have viewed. Use this button to revisit any of the last 40 Help topics you have viewed. The most recent topic appears first. The History button is in the Help button bar, directly below the menu bar.

hue

The position of a color along the color spectrum. For example, green is between yellow and blue.

icon

A graphical representation of an element in Windows, such as a disk drive, directory, group, application, or document.

import

To create a package by inserting an existing file into Object Packager. When you import a file, the icon of the application you used to create the file appears in the Appearance window, and the name of the file appears in the Content window.

index line

The bar at the top of each card in Cardfile that contains the title of the card. Entering text in the index line is optional. In List view, the index line of every card in the file is displayed in alphabetic order.

information area
The area of a card in Cardfile, below the index line, into which you type information.

initialization files

Files that provide Windows with information about your system configuration, such as the type of printer, pointing device, or network adapter you are using, and about software options, such as how your screen and desktop should look while Windows is running.

input/output activity

Read or write actions that your computer performs. Your computer performs a "read" when you type information on your keyboard or when you select and choose items by using your mouse. Also, when you open a file, your computer reads the disk to locate the file and open it.

Your computer performs a "write" whenever it stores information on a disk, displays information on your screen, or sends information through a modem or to a printer.

insertion point

The place where text is inserted when you type. The insertion point usually appears as a flashing vertical bar in an application window or in a dialog box.

interrupt request lines (IRQ)

Hardware lines over which devices send signals to get the attention of the processor when the device is ready to accept or send information. Typically, each device installed in or connected to the computer uses a separate IRQ.

jump

Text, graphics, or parts of graphics that provide links to other Help topics or to more information about the current topic. The pointer changes shape whenever it is over a jump. If you choose a jump that is linked to another topic, that topic appears in the Help window. If you choose a jump that is linked to more information, the information appears in a pop-up window.

keyboard buffer

A temporary storage area in memory that keeps track of keys you typed, even if the computer did not immediately respond to the keys when you typed them.

key map

A mapping assignment that translates key values on synthesizers that do not conform to General MIDI standards. Key maps ensure that the appropriate percussion instrument or the appropriate octave for a melodic instrument is played when a MIDI file is played.

<< button

Displays the previous topic in a series of topics. Use this button to move backward from topic to topic in the order they are organized in Help. This button is located in the Help button bar, directly below the menu bar.

linked object

A representation or placeholder for an object that is inserted into a destination document. The object still exists in the source file and, when it is changed, the linked object is updated to reflect these changes.

list box

A type of box in a dialog box that lists available choices--for example, a list of all files in a directory. If all the choices do not fit in the list box, there is a scroll bar.

local

A resource, such as a printer, directory, or ClipBook page, that is physically connected to or located on your computer rather than connected via a network.

local printer
A printer that is directly connected to one of the ports on your computer.

log on

To gain access to the Windows for Workgroups network features so that you can connect to resources that other people are sharing. If you use a logon password, you are prompted to type your logon name and password when you start Windows for Workgroups. If you do not use a logon password, you are logged on automatically.

logon name

The name you supply when you log on to Windows for Workgroups. This name is used to identify you to other people on the network.

logon password

A password that you use to log on. This password unlocks your password list so that Windows for Workgroups can restore your connections automatically.

logon script

A batch file written by a LAN Manager or Windows NT network administrator that performs a set of tasks when you log on to a LAN Manager domain or a computer running Windows NT. Each person who uses your computer can have their own logon script with their own set of tasks.

luminosity
The brightness of a color on a scale from black to white.

maximize

To enlarge a window to its maximum size by using the Maximize button (to the right of the title bar) or the Maximize command on the Control menu.

Maximize button

The small button containing an up arrow to the right of the title bar. Mouse users can click the Maximize button to enlarge a window to its maximum size. Keyboard users can use the Maximize command on the Control menu.

Media Control Interface (MCI)

A standard control interface for multimedia devices and files. Using MCI, a multimedia application can control a variety of multimedia devices and files.

menu

A list of commands in an application window. Menu names appear in the menu bar near the top of the window. You open a menu by selecting the menu name. The Control menu, represented by the Control-menu box to the left of the title bar, is common to all Windows-based applications.

menu bar

The horizontal bar containing the names of all the menus for an application. The menu bar appears below the title bar.

MIDI

Acronym for Musical Instrument Digital Interface, an interface that enables several devices, instruments, or computers to send and receive messages for the purpose of creating music, sound, or lighting.

MIDI setup

Specifies the type of MIDI device you are using, the channel and patch settings needed to play MIDI files, and the port your device is using.

minimize

To reduce a window to an icon by using the Minimize button (to the right of the title bar) or the Minimize command on the Control menu.

Minimize button

The small button containing a down arrow to the right of the title bar. Mouse users can click the Minimize button to reduce a window to an icon. Keyboard users can use the Minimize command on the Control menu.

MS-DOS--based application

An application that is designed to run with MS-DOS, but not specifically with Windows, and that may not be able to take full advantage of all Windows features (such as memory management). Also known as non-Windows application.

MS-DOS interrupt

A signal that the MS-DOS operating system uses to communicate with the computer microprocessor.

network adapter

An expansion card or other device used to connect a computer to a local area network, and which uses Microsoft Windows Network or another network, such as Novell® NetWare®.

network drive

A shared directory to which you are connected. When you connect to someone else's shared directory, you assign a drive letter to that directory, thus creating a network drive.

network printer

A printer that someone else is sharing or that is connected to a network server. You can connect to a network printer by using Print Manager. When you connect to a network printer, you assign the path of that printer to a port on your computer (for example, LPT1).

nonsolid color

A pattern of dots of different colors that simulate a solid color. Also known as dithered color.

non-Windows application

An application that is designed to run with MS-DOS but not specifically with Windows, and that may not be able to take full advantage of all Windows features (such as memory management). Also known as MS-DOS-based application.

object

Any piece of information, created by using a Windows-based application, that can be linked to or embedded in another document.

object linking and embedding
A way to transfer and share information between applications.

open
To display the contents of a directory, a document, or a data file in a window.

option button

A small, round button that appears in a dialog box. Within a group of related option buttons, you can select only one button.

package

A small drawing (or icon) that represents an embedded or linked object. When you choose the package, the application used to create the object either displays the object, or plays the object, if it is a sound file.

password

A unique word used to gain access to shared resources. If you assign a password to a shared resource, others must know the password to use the resource.

password list

An encrypted list of the passwords you use to connect to shared resources. Whenever you connect to a shared resource, Windows for Workgroups unlocks and searches this list. If the password for the connection is found, your connection is re-established without prompting you for the password (otherwise a dialog box appears, prompting you for the password). To keep unauthorized users from gaining access to your saved passwords, you can use a logon password to log on to Windows for Workgroups.

patch map

The part of a channel-map entry that translates instrument sounds, volume settings, and (optionally) key values for a channel.

path

Specifies the location of a file within the directory tree, or the location of a shared resource in a workgroup setting. For example, to specify the path of a file named README.WRI located in the WINDOWS directory on drive C, you would type **c:\windows\readme.wri**.

Shared resource paths contain two backslashes followed by a computer name and a share name. For example, to specify the path of a shared printer named QMS-PS on a computer named BARBARA1, you would type **\\barbara1\qms-ps**.

pause
To temporarily stop a printer or a document from printing.

pel

The smallest graphic unit that can be displayed on the screen. Pel is the abbreviation for picture element. Also known as a pixel.

plotter font

A font created by a series of dots connected by lines. Plotter fonts can be scaled to any size and are most often printed on plotters. Some dot-matrix printers also support plotter fonts. Also known as vector font.

pointer

The arrow-shaped cursor on the screen that follows the movement of the mouse (or other pointing device) and indicates which area of the screen is affected when you press the mouse button. The pointer may change shape during certain tasks.

port

A connection or socket used to connect a device, such as a printer, monitor, or modem, to your computer. Information, such as printing instructions, is sent from your computer to the device through a cable.

The most common ports are serial (for example, COM1 and COM2) and parallel (for example, LPT1 and LPT2). Serial ports are used for devices that accept information one bit at a time. Parallel ports are used for devices that accept information eight bits at a time and are generally faster than serial ports. You can assign a network path to a port, for example, if you are printing to a network printer.

print job
A document you have sent to the printer.

printer driver
A program that controls how your computer and printer interact.

printer fonts

Fonts that are built into your printer. These fonts are usually located in the printer's read-only memory (ROM).

program file

A file that starts an application or program. A program file has an .EXE, .PIF, .COM, or .BAT filename extension.

protocol

A set of rules and conventions for exchanging data over a network. There are many types of protocols and each protocol uses a different set of rules and conventions. Network users who want to exchange information with one another must use the same protocol on their computers.

program information file (PIF)

A file that provides information to Windows for Workgroups about an MS-DOS-based application. PIFs contain such items as the name of the file, a start-up directory, and multitasking options.

program item
An application or document represented as an icon in a group window.

program-item icon

The icon that represents an application or document in Program Manager. You can start an application by choosing its program-item icon.

queue
A list of documents printing or waiting to be printed.

quick format

Formats a disk by deleting the file allocation table and root directory but not scanning the disk for bad areas.

RAM

An acronym for random-access memory, a temporary storage area that can be read from or written to by the computer or other devices. Information stored in RAM is lost when you turn off the computer.

resource
A directory, printer, or ClipBook page that can be shared with other people.

reduce

To change a window to an icon by using the Minimize button or the Minimize command. An application that is reduced continues to run, and you can select the icon to make it the active application.

Restore button

The small button containing both an up and down arrow to the right of the title bar. The Restore button appears only after you enlarge a window to its maximum size. Click the Restore button or use the Restore command on the Control menu to return the window to its previous size.

sample MIDI files
Files that can be played by a MIDI sequencer when you are using Media Player. The sample MIDI files included with Windows are provided by Passport Designs, Inc.

saturation
The purity of a color's hue, moving from gray to the pure color.

screen elements

The parts that make up a window or dialog box, such as the title bar, the Minimize and Maximize buttons, the window borders, and the scroll bars.

screen fonts

Fonts displayed on your screen. Soft-font manufacturers often provide screen fonts that closely match the soft fonts for your printer. This ensures that your documents look the same on the screen as they do when printed.

screen saver

A moving picture or pattern that appears on your screen when you have not moved the mouse or pressed a key for a specified period of time.

scroll

To move through text or graphics (up, down, left, or right) to see parts of the file that are not displayed on the screen.

scroll arrow

An arrow on either end of a scroll bar that you use to scroll through the contents of a window or list box. Click the scroll arrow to scroll one line at a time, or press and hold down the mouse button while pointing at the scroll arrow to scroll continuously.

scroll bar

A bar that appears at the right and/or bottom edge of a window or list box when its contents are not completely visible. Each scroll bar contains two scroll arrows and a scroll box that enable you to scroll through the contents of the window or list box.

scroll box

In a scroll bar, a small box that shows the position of information currently visible in the window or list box relative to the contents of the entire file or list.

scroll buffer

The area in memory that holds information that does not fit on the screen. You can use the scroll bars to scroll through the information.

Search button

Displays the words you can use to search for related topics. Use this button to look for topics related to a particular word. The Search button is located in the Help button bar, directly below the menu bar.

select

To mark an item so that a subsequent action is carried out on that item. You usually select an item by clicking it with a mouse or pressing a key. After selecting an item, you choose the action that you want to affect the item.

selection cursor

The marking device that shows what you have selected. The selection cursor can appear as a highlight or as a dotted rectangle around text.

server application

A Windows-based application that can create objects for linking to or embedding in other documents.

server

A computer on a network that is used to share resources, such as directories and printers. A server can also function as a computer within a workgroup.

share

To make resources, such as directories, printers, and ClipBook pages, available to other people for their use.

shared directory

A directory that is being shared with other people. You can connect to another person's shared directory or share one of your local directories.

share name

The name that identifies a shared directory or printer to other people. This name can match the name of the directory or printer, or it can be a different name.

The share name appears in the Connect Network Drive and Connect Network Printer dialog boxes.

shared page
A page on the ClipBook that has been made available for other people to use.

shortcut key

A key or key combination, available for some commands, that you can use to carry out a command without first selecting a menu. Shortcut keys are listed to the right of commands on a menu.

simple device

A device that you use without specifying a related media file. An audio compact-disc player is a simple device.

source directory
The directory that contains the file or files you intend to copy or move.

source document
The document from which a linked or embedded object originates.

split bar

Divides a window into two parts. For example, in a File Manager directory window, the directory tree is displayed on the left, and the contents of the current directory are displayed on the right.

static object

Information that has been pasted into a document. Unlike embedded or linked objects, static objects cannot be changed from within the document. To change a static object, you must delete it from the document, change it in the application used to create it, and then paste it into the document again.

status bar

A line of information usually located at the bottom of a window. For example, in File Manager, the status bar shows information about the disk, such as the number of bytes available on the disk and the total disk capacity. Not all windows have a status bar.

swap file

A hidden file on a hard disk that Windows uses for swapping information from memory to the disk or drive.

system disk

A disk that contains the MS-DOS system files necessary to start MS-DOS.

Task List

A window that shows all running applications and that enables you to switch between them. You can open Task List by choosing Switch To from the Control menu or by pressing CTRL+ESC.

memory-resident program

A program that is loaded into memory and is available even when another application is active. Also called TSR.

text box

In a dialog box, a box in which you type information needed to carry out a command. The text box may be blank or may contain text when the dialog box opens.

text file

A file containing only letters, numbers, and symbols. A text file contains no formatting information, except possibly for linefeeds and carriage returns. A text file is an ASCII file.

text-file transfer

A method for transferring files from Terminal to a remote computer. With this method, files are transferred as ASCII files with few formatting characters, such as linefeeds and carriage returns. All font-formatting information is removed.

text-only
An ASCII file that contains no formatting.

timeout

If a device is not performing a task, the amount of time the computer should wait before detecting it has an error.

time slice

The amount of processor time allocated to an application, usually measured in milliseconds.

title bar

The horizontal bar (at the top of a window) that contains the title of the window or dialog box. On many windows, the title bar also contains the Control-menu box and the Maximize and Minimize buttons.

toolbar

A line of shortcut buttons usually located directly below the menu bar. For example, in File Manager, the toolbar includes buttons to connect to a shared directory and share a local directory. Not all windows have a toolbar.

topic

Information in the Help window. A Help topic usually begins with a title and contains information about a particular task, command, or dialog box.

TrueType fonts

Fonts that are scalable and are sometimes generated as bitmaps or soft fonts, depending on the capabilities of your printer. TrueType® fonts can be sized to any height, and they print exactly as they appear on the screen.

user name

The name you use to log on to a LAN Manager or Windows NT network. This name identifies you to other network users.

virtual memory

The space on your hard disk that Windows uses as if it were actually memory. Windows does this through the use of swap files. The benefit of using virtual memory is that you can run more applications at one time than your system's physical memory would otherwise allow. The drawbacks are the disk space required for the virtual-memory swap file and the decreased speed when swapping is required.

virtual printer memory

In a PostScript printer, a part of memory that stores font information. The memory in PostScript printers is divided into two areas: banded memory and virtual memory. The banded memory contains graphics and page-layout information needed to print your documents. The virtual memory contains any font information that is sent to your printer either when you print a document or when you download fonts.

wallpaper

A picture or drawing stored as a bitmap file (a file that has a .BMP extension) that you can select for the background of your desktop. Bitmaps can be simple drawings or elaborate scanned photographs.

warning beep

The sound that your computer makes when you encounter an error or try to perform a task that Windows for Workgroups does not recognize.

wildcard

A character that represents any character or group of characters that might match the same position in other filenames. The question mark (?) wildcard can be used to represent any single character, and the asterisk (*) wildcard can be used to represent more than one character. For example, *.EXE represents all files that end with the .EXE filename extension.

window

A rectangular area on your screen in which you view an application or document. You can open, close, and move windows, and change the size of most windows. You can open several windows at a time, and you can often reduce a window to an icon or enlarge it to fill the entire desktop.

Windows-based application

An application that is designed to run with Windows and does not run without Windows. All Windows-based applications follow similar conventions for arrangement of menus, style of dialog boxes, and use of the keyboard and mouse.

workgroup

A collection of computers that belong to a common group. Each workgroup is identified by a unique name. Computers in the same or different workgroups can share printers, directories, and ClipBook pages. In the connect dialog boxes, computers are listed by workgroup name.

wrap

To continue text onto the next line rather than stopping when the cursor reaches the end of the current line.