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¹ WW_GLOSSARY

² Print Manager Glossary

³ wpmeindex:025; wwindex:050

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#4 \$5 **Active**

A window or icon that is currently selected and to which the next keystroke or command will apply.

⁴ TERM_ACTIVE

⁵ Active

#6 \$⁷ **ALT plus underlined letter**

Selects options from the menu bar. Moves between options in a dialog box.

⁶ TERM_ALT_UNDERLINED_LETTER

⁷ ALT plus underlined key

#8 \$9 **Printer Help**

Context-sensitive, customized help files that can be created and modified by a network administrator for **Print Manager** users.

⁸ TERM_PRINTER_HELP

⁹ Printer Help

#10 \$11 **Arrow keys**

Left, right, up, and down arrows move between radio buttons in a dialog box.

¹⁰ TERM_ARROW_KEYS

¹¹ Arrow keys

#12 \$13 **Auto End Cap**

Automatically ending the capture of a file for printing when end of file is reached.

¹² TERM_AUTO_END_CAP

¹³ Auto end cap

#14 \$15 **Banner**

An optional cover sheet added to the beginning of a print job that identifies the owner by the user's login name and job description. Other information that appears is: queue, server, date, and time.

¹⁴ TERM_BANNER

¹⁵ Banner

#16 \$17 **Check box**

A small box within a dialog box that turns an option on or off when it is checked.

¹⁶ TERM_CHECK_BOX

¹⁷ Check box

#18 \$19 **Choose**

To perform an action that carries out a command in a menu or dialog box.

18 TERM_CHOOSE

19 Choose

#20 \$21 **Click**

Press, then release, the left mouse button. The left mouse button is assumed unless the directions specifically state the right mouse button.

²⁰ TERM_CLICK

²¹ Click

#22 \$23 **Clipboard**

A temporary Windows storage area for holding text or data that you are copying or moving.

²² TERM_CLIPBOARD

²³ Clipboard

#24 \$25 **Combo box**

A combo box is made up of a one-line text box and a list box that is displayed on demand. To display the list box, click the down arrow pop-box and make the selection from the list box. The list box is automatically closed. To close the list box without making a selection, click the down arrow pop-box again.

²⁴ TERM_COMBO_BOX

²⁵ Combo box

#26 \$27 **Command button**

A rectangular button in a dialog box that carries out or cancels an action when chosen. The OK button, which carries out a command, is usually the default button. The Cancel button cancels the dialog box without applying any settings.

²⁶ TERM_COMMAND_BUTTON

²⁷ Command button

#28 \$29 **Control menu box**

Box containing a dash in the upper left corner of each application window. Clicking on this box displays the standard Windows control menu containing these commands: Restore, Move, Size, Minimize, Maximize, and Close in addition to special commands of a particular application. Double-clicking on this box exits the application. The control menu box is also called the system menu box.

²⁸ TERM_CONTROL_MENU_BOX

²⁹ Control menu box

#30 \$31 **Copies**

The network administrator sets the maximum number of copies of a document that you may print. The default is 1 copy.

³⁰ TERM_COPIES

³¹ Copies

#32 \$33 **Default**

The initial setting of a value or option that is in effect until the operator or supervisor modifies the setting.

³² TERM_DEFAULT

³³ Default

#34 \$35 **Default button**

The default button is the one automatically chosen when you press ENTER in a dialog box. The default button is indicated by its heavier border.

³⁴ TERM_DEFAULT_BUTTON

³⁵ Default button

#36 \$37 **Default timeout**

The default timeout sets the period after which NetWare will automatically close a print job and allow it to print.

³⁶ TERM_DEFAULT_TIMEOUT

³⁷ Default timeout

#38 \$39 **Deferred printing**

Postponing the printing of a job until a specified time.

³⁸ TERM_DEFERRED_PRINTING

³⁹ Deferred printing

#40 \$41 **Description**

The description is a name given to describe the printer's specific function, i.e., 8-Pin Color Plotter, Envelope Deskjet, Plain-Paper Fax.

40 TERM_DESCRIPTION

41 Description

#42 \$43 **Dialog box**

A box of options and information that appears when you choose a command that requires more information, which you provide by filling in the dialog box. Commands that display dialog boxes are followed by ellipses (...) on menus.

⁴² TERM_DIALOG_BOX

⁴³ Dialog box

#44 \$45 **Double-click**

To rapidly click the left mouse button twice in quick succession. Selects and executes in one step. Double-clicking is often used as a shortcut for a longer procedure.

44 TERM_DOUBLE_CLICK

45 Double-click

#46 \$47 **Drag**

To press and hold down the mouse button while moving the mouse to reposition a window.

46 TERM_DRAG

47 Drag

#48 \$49 **Drag-and-drop**

In Windows 3.1, you can drag file icons from File Manager and drop them anywhere in **Print Manager's** Connected Printers box or on a connected printer's icon. The dropped file will automatically be printed by the application associated with that file type in the Window's registration database. For example, dragging a .DOC file onto a connected printer will print that file using Word for Windows.

⁴⁸ TERM_DRAG_AND_DROP

⁴⁹ Drag-and-drop

#50 \$51 **ENTER**

In a dialog box, you can press ENTER to execute the highlighted button--usually OK. Choosing OK signifies that you are finished making choices from the dialog box; the dialog box clears from the screen and the choices become effective.

50 TERM_ENTER

51 ENTER

#52 \$53 **ESC**

Cancels the dialog box or allows you to back up through the screens.

⁵² TERM_ESC

⁵³ ESC

#54 \$55 **File contents**

A dialog box option that declares whether the job will consist of a Byte Stream (which includes binary information), or will contain only text. If Text is selected, you may enter a default tab size (the number of spaces which a tab character will represent).

54 TERM_FILE_CONTENTS

55 File Contents

#56 \$57 **File server**

A computer that controls all network activity. The file server controls all access to shared devices and the system security; it also monitors station-to-station communications.

⁵⁶ TERM_FILE_SERVER

⁵⁷ File Server

#58 \$59 **File Name**

The name of a file. The filename can be one to eight characters long with an optional period and three additional characters called an extension. Each filename in a directory must be unique. Valid characters include the letters A - Z and numbers 0 - 9. Do not use spaces, periods, commas or the following symbols: + = / \ [] ' ; : ? * |

58 TERM_FILE_NAME

59 File Name

#60 \$61 **Focus**

The focus shows where the next action will take place. In dialog boxes, the focus is indicated by a dotted underline or outline for most options or by a blinking insertion point in text boxes.

60 TERM_FOCUS

61 Focus

#62 \$63 **Form feed**

A form feed ejects a blank sheet of paper from the printer.

62 TERM_FORM_FEED

63 Form Feed

#64 \$65 **Forms**

In a printer command, the design or shape of the printing surface, such as letter-size paper, labels, continuous-feed paper, etc. In NetWare, a print job can be instructed to use several predefined form numbers that correspond to a form name created using Novell's PRINTDEF utility. This option is rarely used in conjunction with Windows applications and will usually be disabled by the network administrator.

64 TERM_FORMS

65 Forms

#66 \$67 **Grayed**

A term applied to an option that appears in a menu or dialog box but is inactive. An option is grayed when its use is inappropriate or when the user does not have access to it.

⁶⁶ TERM_GRAYED

⁶⁷ Grayed

#68 \$69 **Help File**

A default help file that was defined for use with a specific printer driver. A special help file might exist to help the user understand the functions and maintenance of a given printer.

⁶⁸ TERM_HELP_FILE

⁶⁹ Help File

#70 \$71 **Highlighted**

Indicates an item is selected (or has input focus) and will be affected by your next action. A highlighted item appears in reverse video. A highlighted icon displays its name in reverse video box.

⁷⁰ TERM_HIGHLIGHTED

⁷¹ Highlighted

#72 \$73 **Icon**

A small symbol that represents an application that is running in memory. Clicking once on an icon displays its system menu; double-clicking restores the window to its previous size. In **Print Manager**, icons are selected to represent printers.

⁷² TERM_ICON

⁷³ Icon

#74 \$75 **Inactive**

A window or icon that is not currently selected.

74 TERM_INACTIVE

75 Inactive

#76 \$77 **Insertion point**

The place where text that you type is inserted. In a text box, it appears as a flashing vertical bar.

⁷⁶ TERM_INSERTION_POINT

⁷⁷ Insertion point

#78 \$79 **List box**

Displays a list of choices for a given subject. To select an item in a list box, click on the desired item. The highlight shows which item is selected. Use the scroll bar to display more items in a list box.

⁷⁸ TERM_LIST_BOX

⁷⁹ List box

#80 \$81 **Local printer**

An output device physically attached to a port on your workstation that is not available to other users on the network. A local printer is called a personal printer in **Print Manager**.

80 TERM_LOCAL_PRINTER

81 Local Printer

#82 \$83 **Location**

The physical location of a particular printer in your environment, such as "Accounting," "Reception," or "LAN Room."

82 TERM_LOCATION

83 Location

#84 \$85 **Logo Display**

A graphic image that displays upon starting up **Print Manager**. It must be a Windows Metafile (.WMF) or bitmap file (.BMP).

84 TERM_LOGO_DISPLAY

85 Logo Display (term)

#86 §87 **Maximize box**

A button in the top right corner of the window that enlarges the window to fill the entire screen. In an MDI window, the Maximize box enlarges the MDI to fill its parent application window.

86 TERM_MAXIMIZE_BOX

87 Maximize box

#88 \$89 **Menu bar**

The horizontal line near the top of an application window, just below the title bar, that contains names of available menus or commands. Also called the "main menu" or "action bar."

88 TERM_MENU_BAR

89 Menu bar

#90 \$91 **Message bar**

Along the bottom of the **Print Manager** window, the message bar displays program messages, printer status and quick definitions of the selected menu choice.

⁹⁰ TERM_MESSAGE_BAR

⁹¹ Message bar

#92 \$93 **Minimize**

Reduce the window to an icon.

⁹² TERM_MINIMIZE

⁹³ Minimize

#94 \$95 **Minimize box**

A button in the top right corner of the window that reduces the window to an icon.

⁹⁴ TERM_MINIMIZE_BOX

⁹⁵ Minimize box

#96 \$97 **Network options**

Network default parameters which are valid for a printer driver, such as banner, user hold, different printing, timeout, file contents, form feed, copies, and forms.

⁹⁶ TERM_NETWORK_OPTIONS

⁹⁷ Network options

#98 \$99 **Network printers**

Output devices (laser printers, dot matrix printers, pen plotters, film recorders, etc.) available to groups of users over a network.

⁹⁸ TERM_NETWORK_PRINTERS

⁹⁹ Network printers

#100 \$101 **Operator hold**

An option available to the user that leaves the job in the queue, but any job behind it can advance.
Disable hold to send the job to the printer.

100 TERM_OPERATOR_HOLD

101 Operator hold

#102 \$103 **Personal printer**

A personal printer is an output device physically attached to a port on your workstation that is not available to other users on the network. Also called a local printer.

¹⁰² TERM_PERSONAL_PRINTER

¹⁰³ Personal Printer

#104 \$105 **Point**

To move the mouse until the cursor rests on an option. The mouse cursor is usually shaped like an arrow, but it may take other shapes.

104 TERM_POINT

105 Point

#106 \$107 **Print queues**

Print jobs waiting to be processed by a network's file servers and print servers are held in a print queue. Print jobs that are placed in a queue are eventually routed to a waiting network printer.

¹⁰⁶ TERM_PRINT_QUEUES

¹⁰⁷ Print queues

#108 \$109 **Printer driver**

A printer driver is a special program that tells Windows how to communicate with a certain printer or type of printer.

108 TERM_PRINTER_DRIVER

109 Printer driver

#110 \$111 **Printer Index**

The Printer Index displays a list of all printers potentially available for use by your workstation. The Printer Index works in either Network Printer mode or Personal Printer mode. You can select to view either Network Printers or Personal Printers.

¹¹⁰ TERM_PRINTER_INDEX

¹¹¹ Printer Index

#112 \$113 **Qview**

A **Print Manager** feature that allows you to view all print jobs pending in a queue as well as add, hold, defer, and delete your own print jobs.

¹¹² TERM_QVIEW

¹¹³ Qview

#114 §115 **Queue Operators**

Individuals in a organization assigned special rights to use and manage network printers and their associated print queues.

¹¹⁴ TERM_QUEUE_OPERATORS

¹¹⁵ Queue Operators

#116 \$117 **Queue users**

Individuals or members of a group with permission to use a particular network print queue. A queue user may delete or defer the printing of personal print jobs, but is not allowed to alter those of others.

¹¹⁶ TERM_QUEUE_USERS

¹¹⁷ Queue users

#118 \$119 **QuickStat**

A **Print Manager** feature that provides information on a printer's availability and the number of jobs waiting to be printed.

118 TERM_QUICKSTAT

119 QuickStat

#120 \$121 **Radio button**

In a dialog box, radio buttons let you select one option from a group. Selecting one option deselects all of the other radio buttons. The group is usually surrounded by a border with a title. To select a radio button, click on it or its label. If the radio button is in focus, the spacebar will also select the option.

¹²⁰ TERM_RADIO_BUTTON

¹²¹ Radio button

#122 \$123 **Scroll**

To move the contents of a window or list box up or down within the window or list box so you can view additional contents.

¹²² TERM_SCROLL

¹²³ Scroll

#124 \$125 **Scroll bar**

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains 2 scroll arrows and a scroll box, which allows you to scroll within the window or list box.

¹²⁴ TERM_SCROLL_BAR

¹²⁵ Scroll bar

#126 \$127 **Search path**

Search paths specify where the file server should look for files when they are not in the current directory. Programs are placed on search drives so they may be executed from any directory. When you type the name of an executable file, the file server looks in the current directory for the file. If it cannot be found, the file server continues looking for the file sequentially through the search path.

¹²⁶ TERM_SEARCH_PATH

¹²⁷ Search path

#128 \$129 **Select**

To mark an item by highlighting it with key combinations or by clicking it with a mouse. Selecting does not initiate an action. After selecting an item, you choose the action you want to affect the item.

128 TERM_SELECT

129 Select

#130 \$131 **Setup**

The Setup option loads the Windows printer device driver configuration screen. Printer setups defined here are stored and re-enabled whenever a user connects to this type of printer.

130 TERM_SETUP

131 Setup

#132 \$133 **SHIFT plus TAB**

Moves the cursor backward from option to option within a dialog box.

¹³² TERM_SHIFT_TAB

¹³³ SHIFT plus TAB

#134 \$135 **Shortcut key**

A special key sequence that bypasses the menu bar and takes you directly to a dialog box or performs a command.

134 TERM_SHORTCUT_KEY

135 Shortcut key

#136 \$137 **SPACEBAR**

Toggles a selection on or off. In some cases, the spacebar can take the place of clicking a mouse button.

136 TERM_SPACEBAR

137 SPACEBAR

#138 \$139 **Speed key**

A speed key refers to the underlined letters that appear in the menu options and dialog boxes. Speed keys may be defined when adding an item or subgroup to a group. To execute an option using a speed key, type the underlined letter and press ENTER.

138 TERM_SPEED_KEY

139 Speed key

#140 \$141 **TAB**

Moves the cursor forward from option to option within a dialog box.

140 TERM_TAB

141 TAB

#142 \$143 **Tab size**

When printing a document to an unintelligent printer (such as a TTY or a printer/typewriter), you may decide to expand the tab characters to an equivalent number of spaces (generally 8 spaces) in order to ensure that the document prints correctly. This is a rare case and Windows will generally accomplish this task automatically.

¹⁴² TERM_TAB_SIZE

¹⁴³ Tab size

#144 \$145 **Text box**

To enter text in a text box, choose the box and type. The insertion point, a blinking vertical line, shows where the text will appear. If the text is highlighted, your typing replaces the highlighted text.

144 TERM_TEXT_BOX

145 Text box

#146 \$147 **Timeout**

The timeout value allows you to change the number of seconds the network will wait before closing a print job and sending it to the printer. Increasing the timeout value ensures that a complex job, which might take a long time to process, will not be prematurely closed and sent to the print queue.

If you are using the Windows Spooler with a network printer, the timeout value is irrelevant since Windows Spooler will close the print job upon completion.

¹⁴⁶ TERM_TIMEOUT

¹⁴⁷ Timeout

#148 \$149 **Title bar**

The bar at the top of a window that contains the name of the window (usually centered). You can move a window by dragging its title bar to a new location.

148 TERM_TITLE_BAR

149 Title bar

#150 \$151 **Type**

The kind of printer being used, such as "Plotter," "24-pin Matrix" or "Postscript."

150 TERM_TYPE

151 Type

#152 \$153 **User hold**

An option that permits a user to indefinitely postpone the printing of a job.

¹⁵² TERM_USER_HOLD

¹⁵³ User hold

#154 \$155 **Window border**

A heavy border around an application window. With the mouse, it is possible to change the size of the window by dragging the window border.

154 TERM_WINDOW_BORDER

155 Window Border

#156 \$157 **WIN.INI**

A Windows file that contains most of the settings and preferences you specify in your Windows shell and in many Windows applications. Windows reads WIN.INI each time it starts and sets up your system according to the settings in that file.

156 TERM_WININI

157 WININI

#158 \$159 **Application**

An executable program.

158 TERM_APPLICATION

159 Application

#160 \$161 **Context-Sensitive Help**

Help that is available for a specific network printer or command. Press SHIFT+F1 to display the context-sensitive Help cursor (pointer plus question mark) and select the item for which you need help.

¹⁶⁰ TERM_CONTEXT_SENSITIVE_HELP

¹⁶¹ Context Sensitive Help

#162 \$163 **LAN group**

A group of LAN users as defined by the LAN operating system.

¹⁶² TERM_LAN_GROUP

¹⁶³ LAN group

#164 \$165 **LAN user**

A user as defined by the LAN operating system.

164 TERM_LAN_USER

165 LAN user

#166 \$167 **MDI window**

MDI stands for Multiple Document Interface, which allows an application to display several documents at the same time.

¹⁶⁶ TERM_MDI_WINDOW

¹⁶⁷ MDI window

#168 \$169 **Path**

A progression through levels of directories leading to the desired file.

168 TERM_PATH

169 Path

#170 \$171 **Setup and Reset Strings**

Fields used to send escape sequences that are accepted by the printer you are configuring. The Setup String is sent to the printer prior to the print job and the Reset String is sent after the job.

170 TERM_SETUP_STRING

171 Setup and Reset Strings

#172 \$173 **Shell**

The application that automatically displays when you start Windows, from which you select other applications. Examples of shells are McAfee Applications Manager and Microsoft Program Manager.

¹⁷² TERM_SHELL

¹⁷³ Shell

#174 \$175 **Status bar**

The status bar displays information about a menu's items as you scroll down the menu. It also displays Quick Help information when you select an icon representing a group, subgroup, or item.

174 TERM_STATUS_BAR

175 Status Bar

#176 \$177 **Rights**

Privileges that control whether users can assess network printers. In **Print Manager**, a user has either full rights to use a particular printer -- or no rights, which means the printer does not appear in the Network Printer Index.

¹⁷⁶ TERM_RIGHTS

¹⁷⁷ Rights

#178 \$179 **Print Manager Help**

Help files that document program features such as menu commands and options, and operating procedures.

178 TERM_PRINT_MANAGER_HELP

179 Print Manager Help