

Glossary

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

Application filename The name of an application's executable file.

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

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.

Cascade Arrangement of open windows so that they overlap one another with the title bar of each visible.

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

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

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

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

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 automatically closes. To close the list box without making a selection, click the down-arrow pop-box again. In Applications Manager, some combo boxes have a left pop-box displaying a magnifier, which leads to additional options relevant to the dialog box.

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 command without applying any settings.

Context-Sensitive Help Help that is available for a specific command or option. To display the context-sensitive Help cursor (pointer plus question mark), press SHIFT+F1 and select the group, subgroup, or item for which you need help.

Control menu 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. Click on it to display the Control menu; double-click on it to exit Windows.

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.

Default Printer The Default Printer refers to the printer that is automatically selected, unless otherwise specified by the user.

Description A name given to describe the printer's specific function such as "Label Printer" or "Multi-sheet Plotter."

Device driver A program that controls how your computer and a particular device, such as a printer or plotter, interact.

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.

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.

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

Drag and drop To move an item or subgroup to another group or subgroup by dragging the item or subgroup icon and dropping it in the destination group or subgroup window.

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.

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.

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

Forms Indicates the default form number (optionally assigned using Novell's PRINTDEF utility) to use when creating the print job.

Grayed A term applied to a command or option that appears in the menu or box but that is inactive.

Hierarchical Activating this Applications Manager option means that access is only allowed to the selected group or subgroup.

Highlighted Indicates an item is selected 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.

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.

Inactive A window or icon that is not currently selected.

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

Item An element of a group or subgroup representing an application or script.

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

LAN user A user as defined by the LAN operating system.

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. To select more than one item, continue clicking on other items in the box.

Location The physical location of a particular printer, such as “Accounting,” “Reception,” or “LAN Room.”

Maximize box A button in the top right corner of the window that enlarges the window to fill the entire screen.

MDI window A multiple document interface such as that displayed in Applications Manager and MultiSet Editor.

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.”

Message bar Displays program messages and quick definitions of the selected menu choice.

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

Module name A hardcoded name that is read from the executable filename.

MultiSet A batch file language designed specifically for the Windows environment that carries out application management commands.

NETMENU.INI file The Applications Manager file that contains references to the network group (.APP) files and the initial location of the window.

Network Group An Applications Manager group created by a LAN Administrator when in Administration mode for use by LAN groups and users.

Network printers Output devices (laser printers, dot-matrix printers, pen plotters, fax machines, etc.) available to groups of users over a network.

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.

PERMENU.INI file The Applications Manager file that contains references to the personal group (.APP) files and the user-defined settings.

Personal Group An Applications Manager group created for use by an end-user.

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.

Pop-box The magnifier to the left of some edit boxes. By choosing the pop-box, an action relating to that edit box is performed. For example, the Locations dialog box displays if you select the pop-box to the left of the Locations edit box.

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

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.

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

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

Printer Index In Print Manager, displays a list of all printers potentially available for use by a workstation. The Printer Index works in either Network Printer mode or Personal Printer mode.

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

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

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.

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

Radio button An option that is part of a group. Selecting one option will deselect all of the others. The group is usually surrounded by a border with a title. To choose a radio button, click on it or its label. If the radio button is in focus, the spacebar will also select the option.

Rights Privileges that control how users may work with files in a given directory (for example, controlling whether or not a user may read a file, change a file, or delete a file).

Run Run allows you to execute a program that may not be included in a group. The Run command is located on the Applications Manager File menu.

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.

Scroll bar A bar on the right side or the bottom of a window.

Shell The application that automatically displays when you start Windows.

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

Speed Key A speed key refers to the underlined letters that appears in the menu options and dialog boxes. Speed keys may be defined when creating a menu. To execute an option using a speed key, type the underlined letter.

Startup group A special Personal or Network Group that causes programs and MultiSet scripts contained in it to be executed when Applications Manager starts (if Applications Manager is the Windows shell).

Subgroup A group created in Applications Manager that is a unit within another group or subgroup.

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

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.

Tile Arrangement of all open windows so that each fills a portion of the workspace without overlapping.

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.

Toolbar A collection of buttons grouped at the top of the Print Manager and Qview windows for quick access to menu commands.

Type In Print Manager, the kind of printer being used, such as “Plotter,” “24-pin Matrix,” or “PostScript.”

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

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.

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

.WWR files APPMAN.WWR and WWEXT.WWR files contain the preferences set by the network administrator.

