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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 **Application Help**

Context-sensitive, customized help files that can be created and modified by a LAN Administrator for **Applications Manager** users.

⁸ TERM_APPLICATION_HELP

⁹ Application 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 **Check box**

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

¹² TERM_CHECK_BOX

¹³ Check box

#14 \$15 **Choose**

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

¹⁴ TERM_CHOOSE

¹⁵ Choose

#16 \$17 **Click**

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

¹⁶ TERM_CLICK

¹⁷ Click

#18 \$19 **Clipboard**

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

¹⁸ TERM_CLIPBOARD

¹⁹ Clipboard

#20 \$21 **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.

²⁰ TERM_COMBO_BOX

²¹ Combo box

#22 \$23 **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.

²² TERM_COMMAND_BUTTON

²³ Command button

#24 \$25 **Confirmation**

A prompt that displays asking for verification when you request a destructive action such as deleting a group, subgroup, or item, or saving your workspace. Using the Confirmation dialog box, you can turn off confirmation for specific actions.

²⁴ TERM_CONFIRMATION

²⁵ Confirmation (term)

^{#26} ^{\$27} **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.

²⁶# TERM_CONTROL_MENU_BOX

²⁷\$ Control menu box

#28 \$29 **Daily**

The **Daily** option will cause the message or event to be performed each day of the week, including Saturday and Sunday, at the same time. Daily events will continue to be performed each day until removed from the tickler file.

²⁸ TERM_DAILY

²⁹ Daily

#30 \$31 **Default**

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

³⁰ TERM_DEFAULT

³¹ Default

#32 \$33 **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.

³² TERM_DEFAULT_BUTTON

³³ Default button

#34 \$35 **Default timeout**

The default timeout is the default value for the period of mouse or keyboard inactivity before the workstation goes into Screen Saver mode.

³⁴ TERM_DEFAULT_TIMEOUT

³⁵ Default timeout

#36 \$37 **Description**

The description appears in the title bar of a group or subgroup window and as the descriptive text that displays with the icon of a group, subgroup, or item.

³⁶ TERM_DESCRIPTION

³⁷ Description

#38 \$39 **Device driver**

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

³⁸ TERM_DEVICE_DRIVER

³⁹ Device Driver

#40 \$41 **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.

⁴⁰ TERM_DIALOG_BOX

⁴¹ Dialog box

#42 \$43 **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.

⁴² TERM_DOUBLE_CLICK

⁴³ Double-click

#44 \$45 **Drag**

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

⁴⁴ TERM_DRAG

⁴⁵ Drag

#46 \$47 **ENTER**

In a group (or subgroup) window, you can touch ENTER to execute the item or open the subgroup represented by the selected icon.

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

⁴⁶ TERM_ENTER

⁴⁷ ENTER

#48 \$49 **ESC**

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

48 TERM_ESC

49 ESC

#50 \$51 **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.

⁵⁰ TERM_FILE_SERVER

⁵¹ File Server

#52 \$53 **Filename**

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: + = / \ [] ' ; : ? * |

⁵² TERM_FILENAME

⁵³ Filename

#54 \$55 **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. The item that has focus is said to be the active or selected item. In **Applications Manager**, the active group or subgroup is indicated by a different color for its border and title bar. Within the active group or subgroup, the selected item is indicated by a different color for its text.

⁵⁴ TERM_FOCUS

⁵⁵ Focus

#⁵⁶ \$⁵⁷ 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.

⁵⁶# TERM_GRAYED

⁵⁷\$ Grayed

#58 \$59 **Help File**

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

⁵⁸ TERM_HELP_FILE

⁵⁹ Help File

#60 \$61 **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.

⁶⁰ TERM_HIGHLIGHTED

⁶¹ Highlighted

#62 \$63 **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 **Applications Manager**, icons represent applications you can run, or groups or subgroups you can open.

⁶² TERM_ICON

⁶³ Icon

#64 \$65 **Inactive**

A window or icon that is not currently selected.

⁶⁴ TERM_INACTIVE

⁶⁵ Inactive

⁶⁶# ⁶⁷\$ **Insertion point**

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

⁶⁶# TERM_INSERTION_POINT

⁶⁷\$ Insertion point

#⁶⁸ \$⁶⁹ 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.

⁶⁸# TERM_LIST_BOX

⁶⁹\$ List box

#70 \$71 **Logo Display**

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

⁷⁰ TERM_LOGO_DISPLAY

⁷¹ Logo Display (term)

⁷²# ⁷³\$ **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.

⁷²# TERM_MAXIMIZE_BOX

⁷³\$ Maximize box

#74 \$75 **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."

⁷⁴ TERM_MENU_BAR

⁷⁵ Menu bar

#⁷⁶ \$⁷⁷ **Minimize**

Reduce the window to an icon.

⁷⁶# TERM_MINIMIZE

⁷⁷\$ Minimize

#⁷⁸ \$⁷⁹ Minimize box

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

⁷⁸# TERM_MINIMIZE_BOX

⁷⁹\$ Minimize box

⁸⁰# ⁸¹\$ MultiSet

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

⁸⁰# TERM_MULTISET

⁸¹\$ MultiSet

#82 \$83 **One time**

The **One Time** option will cause the message or event to be performed on a particular date and time. **Clock** automatically removes the event or message from the tickler file after it has been executed successfully.

⁸² TERM_ONE_TIME

⁸³ One time

⁸⁴# ⁸⁵\$ 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.

⁸⁴# TERM_POINT

⁸⁵\$ Point

#86 \$87 **Program Item**

A Program Item directly executes one or more specified applications. The Description you enter in the Add dialog box appears as a program in the group.

⁸⁶ TERM_PROGRAM_ITEM

⁸⁷ Program Item

#⁸⁸ \$⁸⁹ 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.

⁸⁸# TERM_RADIO_BUTTON

⁸⁹\$ Radio button

#90 \$91 **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). In **Applications Manager**, a user has either full rights to a particular item, subgroup, or group--or no rights.

⁹⁰ TERM_RIGHTS

⁹¹ Rights

#92 \$93 **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.

⁹² TERM_SCROLL

⁹³ Scroll

#94 \$95 **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.

⁹⁴ TERM_SCROLL_BAR

⁹⁵ Scroll bar

#96 \$97 **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.

⁹⁶ TERM_SEARCH_PATH

⁹⁷ Search path

#98 \$99 **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.

⁹⁸ TERM_SELECT

⁹⁹ Select

#100 \$101 **Setup**

In **Applications Manager** Administration mode, the Setup option starts the Desktop Administration application.

¹⁰⁰ TERM_SETUP

¹⁰¹ Setup

#102 \$103 **SHIFT plus TAB**

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

¹⁰² TERM_SHIFT_TAB

¹⁰³ SHIFT plus TAB

¹⁰⁴#¹⁰⁵\$ **Shortcut key**

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

¹⁰⁴# TERM_SHORTCUT_KEY

¹⁰⁵\$ Shortcut key

#106 \$107 **SPACEBAR**

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

¹⁰⁶ TERM_SPACEBAR

¹⁰⁷ SPACEBAR

#108 \$109 **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.

¹⁰⁸ TERM_SPEED_KEY

¹⁰⁹ Speed key

#110 \$111 **Applications Manager Help**

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

¹¹⁰ TERM_SYSTEM_HELP

¹¹¹ Applications Manager Help

#112 \$113 **TAB**

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

¹¹² TERM_TAB

¹¹³ TAB

#114 \$115 **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.

¹¹⁴ TERM_TEXT_BOX

¹¹⁵ Text box

^{#116} ^{\$117} **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.

¹¹⁶# TERM_TITLE_BAR

¹¹⁷\$ Title bar

#118 \$119 **Weekdays**

The **Weekdays** option will cause the message or command to be performed at the defined time on the days Monday through Friday only. This option is useful for tape backup or file transfer events that must be performed each day of the work week, but would be redundant on weekends. Weekday events will continue to be performed Monday through Friday until removed from the tickler file.

¹¹⁸ TERM_WEEK_DAYS

¹¹⁹ Weekdays

#120 \$121 **Weekly**

The Weekly option allows you to execute the message or command on a particular day of the week, each week. This option is useful for reminding yourself of weekly appointments such as staff meetings. Weekly events will continue to be performed on the pre-set day and time until removed from the tickler file.

¹²⁰ TERM_WEEKLY

¹²¹ Weekly

#122 \$123 **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.

¹²² TERM_WINDOW_BORDER

¹²³ Window Border

#124 \$125 **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.

124 TERM_WININI

125 WININI

#126 \$127 **Application**

An executable program or **MultiSet** script.

¹²⁶ TERM_APPLICATION

¹²⁷ Application

#128 \$129 **Cascade**

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

¹²⁸ TERM_CASCADE

¹²⁹ Cascade (term)

#130 \$131 **Context-Sensitive Help**

Help that is available for a specific command or option. In **Applications Manager**, select the group or program item icon first and then press SHIFT+F1.

¹³⁰ TERM_CONTEXT_SENSITIVE

¹³¹ Context sensitive Help

#132 \$133 **Group**

A group created in **Applications Manager** either by a user as a Personal Group or by the LAN administrator as a Network Group. A group normally contains subgroups and/or items.

¹³² TERM_GROUP

¹³³ Group

#134 \$135 **Group Window**

A window representing a group or subgroup. It can contain subgroup and/or item icons.

¹³⁴ TERM_GROUP_WINDOW

¹³⁵ Group window

#136 \$137 **Hierarchical**

Activating this **Applications Manager** option means that an open subgroup window closes when you select the group (or higher-level subgroup) that contains the subgroup.

¹³⁶ TERM_HIERARCHICAL

¹³⁷ Hierarchical (term)

#138 \$139 **Item**

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

138 TERM_ITEM

139 Item

#140 \$141 **LAN group**

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

¹⁴⁰ TERM_LAN_GROUP

¹⁴¹ LAN group

#142 \$143 **LAN user**

A user as defined by the LAN operating system.

¹⁴² TERM_LAN_USER

¹⁴³ LAN user

#144 \$145 **MDI window**

MDI stands for Multiple Document Interface, which allows an application to display several documents at the same time. For example, **Applications Manager** uses MDI to display multiple open group and subgroup windows simultaneously.

¹⁴⁴ TERM_MDI_WINDOW

¹⁴⁵ MDI window

#146 \$147 **Path**

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

¹⁴⁶ TERM_PATH

¹⁴⁷ Path

#148 \$149 **PERMENU.INI file**

The Applications Manager file that contains references to the Personal Group (.APP) files you have defined and settings that determine the appearance of Applications Manager.

¹⁴⁸ TERM_PERMENUINI_FILE

¹⁴⁹ PERMENU.INI file

#150 \$151 **Personal Group**

An **Applications Manager** group created for use by an end-user. You can modify a Personal Group as desired.

150 TERM_PERSONAL_GROUP

151 Personal Group

#152 \$153 **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.

152 TERM_SHELL

153 Shell

#154 \$155 **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. When an application or script is executing or when **Applications Manager** is saving or exiting, the status bar indicates the operation in progress.

154 TERM_STATUS_BAR

155 Status Bar

#156 \$157 **Startup Group**

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

156 TERM_STARTUP_GROUP

157 Startup Group

#158 \$159 **Subgroup**

A group created in **Applications Manager** that is a unit within another group or subgroup. A subgroup normally contains other subgroups and/or items.

158 TERM_SUBGROUP

159 Subgroup

#160 \$161 **Tile**

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

¹⁶⁰ TERM_TILE

¹⁶¹ Tile (term)

#162 \$163 **Workspace**

The workspace is the area of the screen in which you work with **Applications Manager** or another application. Workspace information includes current location and status of windows and the current **Application Manager** settings.

¹⁶² TERM_WORKSPACE

¹⁶³ Workspace