






Control Panel Concepts

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What Is Control Panel?



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What Is Control Panel?



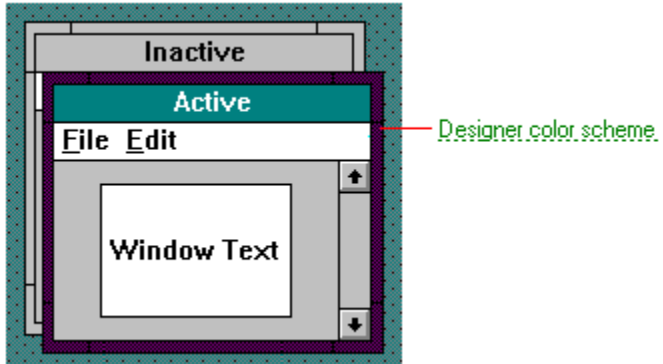
Control Panel lets you customize the way your system is configured from within Windows. You can adjust various hardware and software options to install new printers, change communications ports, revise the color scheme of Windows, add patterns to your desktop, set preferences for international symbols and keyboards, adjust multimedia options, and make various other adjustments to the way Windows looks and works.

Multimedia options you can set with Control Panel include music and sounds made by Windows, assignment of MIDI instruments, display mocks for enhanced color in some applications, and the screen-saving design displayed when you don't touch your computer for a specified period of time.

Desktop Colors



Windows comes with several color schemes you can choose to change the color of the Windows environment. The schemes change the colors of most of the desktop elements.










If you don't want to change all the elements, you can select one at a time. In addition to the colors available from the Windows color palette, you can define your own.



Related Procedures

Designer color scheme

One of the color schemes that comes with Windows. Other color schemes you can choose from are:

- Windows Default
- Arizona
- Bordeaux
-  Fluorescent
-  Monochrome
-  Ocean
-  Patchwork
-  Rugby
-  Pastel
-  Wing tips

Procedures

[Changing Existing Color Schemes](#)

[Creating Custom Colors](#)





[Removing Color Schemes](#)

[Selecting Existing Color Schemes](#)

Desktop Options



You can select a decorative covering for your desktop and change settings for other desktop elements.

This option	Does this
Pattern	Changes the current desktop to the pattern you select. You can use one of the sample patterns or create your own. 
Wallpaper	Changes the current desktop to the wallpaper <u>bitmap</u> you select. You can use bitmaps created by Paintbrush or any painting program that produces .BMP files. 
Cursor Blink Rate	Determines how fast the text cursor blinks.
Icon Spacing	Sets the distance between the icons on your desktop.
Grid Size	Sets the invisible grid Windows uses to line up windows and icons on the desktop.
Border Width	Determines the width of all the window borders. 
 Related Procedures	

Procedures

[Changing Existing Desktop Patterns](#)

[Changing the Border Width](#)

[Changing the Cursor Blink Rate](#)

[Changing the Grid](#)

[Changing the Spacing Between Icons](#)

[Creating New Desktop Patterns](#)

[Displaying Custom Wallpaper](#)

[Selecting Existing Desktop Patterns](#)

Screen Saver



You use the Screen Saver settings to choose a pattern or picture to display when Windows is idle.

When you're not using your computer, you can display a rotating pattern or bitmap. Some patterns that rotate through different colors and positions also save wear on the phosphors in your screen. You can choose from a list of screen savers.



Related Procedures

Procedures

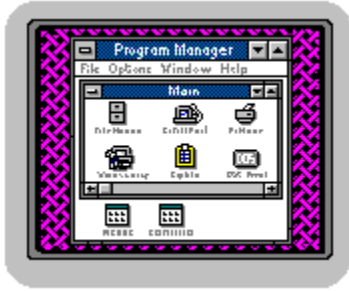
[Setting Up the Lissajous Screen Saver](#)

[Setting Up the Marquee Screen Saver](#)

[Setting Up the Melt/Slime Screen Saver](#)

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[Setting Up the Starfield Simulation Screen Saver](#)



The colors of the pattern depend on the Control Panel Color settings you select. The background color is the same as the Desktop color and the lines of the pattern match the Window Text color.



You can position the wallpaper with the Center and Tile options. Some wallpaper bitmaps might not cover the entire desktop. Center places the bitmap in the middle of the desktop. Tile repeats the bitmap in equal units to cover the desktop.

hint

If you have trouble changing the size of windows with your mouse, enlarging the border width might make it easier.

Printers



You can install a new printer to work with Windows or you can change the options for a printer you've already set up.

Before a printer will work with Windows, you must install the printer driver. If yours is a popular printer, the driver file is probably included on the Setup disks you received with Windows. If not, contact your printer manufacturer for a proper driver.

You must also tell Windows which port the printer is using. The port is the slot at the back of your computer where the printer cable plugs in. You can configure several printers to the same port, but only one at a time can be active.

Windows also wants to know what printer model you are using and if you want to change any of the options, such as paper tray or size. You'll indicate whether or not you want to use Print Manager to direct your print requests, and choose the default printer. The default printer is the one Windows will use whenever you send a document to the printer. You can set up a local printer and a network printer in this way.

NOTE: The online file, PRINTERS.TXT, provides additional information about many of the printers you can use with Windows.



Related Procedures

Procedures

[Adding Printer Drivers](#)

[Choosing the Active Printer for a Port](#)

[Choosing the Default Printer](#)

[Installing New Printers](#)

[Selecting a Printer Port](#)

[Selecting Printer Settings](#)


[Selecting a Printer Model](#)

Installed Printer Options



After you install a printer-driver file, you can adjust the options for your printer.

This option	Does this
Active	Sets the printer that works for a particular port. You can have more than one printer installed on a port, but only one can be active.
Default	Chooses the printer that prints automatically when you choose the print command from an application.
Configure	Specifies the port the printer will use. Your printer manual will tell you which type of port to select.
Setup	Determines options such as paper size and source, orientation, and number of copies.

 [Related Procedures](#)

Procedures

[Choosing the Active Printer for a Port](#)

[Choosing the Default Printer](#)

[Selecting a Printer Port](#)

[Selecting Printer Settings](#)

[Selecting a Printer Model](#)

Fonts



You can add and remove font sets by choosing the Fonts icon.

A font set is a collection of font sizes for one font, customized for a particular display and printer. Font sets determine what text looks like when displayed on the screen and when you print it.

The fonts available for printing depend on the drivers you installed to work with Windows. You can use fonts supplied by printer and font manufacturers. You can also use the basic selection of screen fonts and printer fonts supplied with Windows.

When you send a document to the printer, Windows checks the appropriate printer-driver file for the fonts you specified in your document. If the file does not supply the font, Windows can sometimes substitute a screen font from the Windows font files.




Related Procedures

Procedures



[Adding Fonts](#)

[Removing Fonts](#)

font

A graphic design for the shape of characters, numerals, and symbols.
Technical 


News

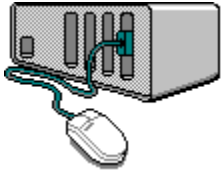


formal


Choosing the right font can help you create a custom look and tone for your document--professional, casual, and so on. Some fonts are easier to read than others. The fonts available to you depend on the printer and monitor you have installed with your system. A font usually comes in different sizes and provides different styles, such as bold, italic, and underlining for emphasizing text.

Communications Ports



Ports provide connections for devices outside your computer. You typically use serial ports (COM1, COM2, and so on) to connect modems, your mouse, or certain printers to your computer.



You can specify the communications settings for each serial port your system uses. These settings tell Windows how your computer transfers information to the device.



Related Procedure




Network Options




If you are using Windows over a network, the Control Panel window includes a Network icon.

You can use this feature to view information about your network or set special options available for your network.

The options you can view and set from Control Panel are specific to your network. Some options you might be able to use are:

-  Signing on and off the network
-  Changing user ID and password
-  Sending messages to other network users

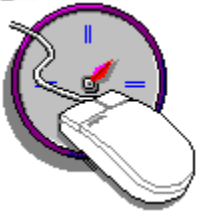
For information about the available options, see the operating guide for your network software or ask your network administrator.

-  Related Procedure





Mouse Options



You can adjust the way your mouse works with Windows.



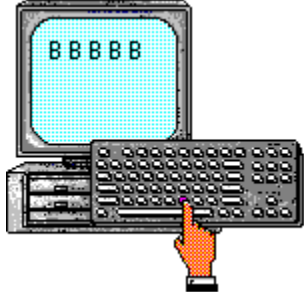
By choosing the Mouse icon, you can:

-  Change the speed of the pointer on the screen.
-  Change the speed of the double-click.
-  Switch the function of the left and right buttons.
-  Related Procedure

Keyboard Speed



You use the Keyboard settings to specify how fast a key repeats when you hold it down.



By setting a faster rate, you make your keyboard more sensitive to touch. If you are used to typing slowly, you might prefer a slower key repeat rate.



Related Procedure

System Date and Time



You use the Date/Time settings to change the system date and time.

For example, you might need to reset the date and time after a power failure. Or you might need to change to Daylight Savings Time.

Make sure your system date and time are always accurate. Many applications, including File Manager, Clock, and Calendar, use your system date and time to record important information.

Clock shows you the current system time. Calendar keeps track of the current date by reading your system date. File Manager stamps each file you save with the current date.



Related Procedures

Procedures

[Changing the Date](#)

[Changing the Time](#)

386 Enhanced Mode Options



You use the 386 Enhanced settings to divide the time allotted to non-Windows applications for using peripheral devices.

You can specify how Windows handles device contention, that is, what happens when applications compete for use of your printer, modem, or other devices.

With the 386 options, you can also specify how your computer shares resources among Windows and non-Windows applications. This is called multitasking.



Related Procedures

Procedures

[Managing Device Contention](#)


[Setting Multitasking Options](#)

Multitasking

You set multitasking options to control how Windows behaves when you're running both Windows applications and non-Windows applications.

Sharing resources is one of the most powerful features of Windows in 386 enhanced mode. You can run several applications at once because applications can share access to your computer's memory.

To keep applications from interfering with one another, you allocate a certain amount of computer time for each. The Windows in Foreground and Windows in Background settings can be between 1 and 10,000. With the Minimum Timeslice option, you specify the number of milliseconds an application runs before Windows gives another application control of the processor.

Click  for an example of setting multitasking options.

You can tell Windows to give a Windows application 100 percent of the processing time. That is, when you are using a Windows application, no non-Windows application will interrupt it for processing time until you make the non-Windows application active.







 Related Procedure

International Options



You can use the International settings to set options specific to your country. If you are using Windows in English within the United States, you do not need to make any changes.

The options you can set include:

-  Country
-  Language
-  Keyboard layout
-  Measurement system
-  List separator
-  Date, time, currency, and number formats

Usually you can just select the country. Control Panel will adjust all the other settings. You can also adjust any of the settings for your particular situation.

-  Related Procedures

Procedures

[Changing the Date Format](#)

[Changing the List Separator](#)

[Changing the Time Format](#)

[Selecting a Country](#)

[Selecting a Language](#)

[Selecting a System of Measurement](#)

[Specifying the Currency Format](#)

[Specifying the Keyboard Layout](#)

[Specifying the Number Format](#)

example

Suppose you have four applications running. The application in the foreground is set to 200. The other three applications are running in the background with a setting of 100.

The total for all applications is 500. This is 3 times 100 (background), plus 200 (foreground).

Of this total, the foreground application will get 200 out of 500, or 40% of the processor time. Each of the background applications will get 100 out of 500, or 20% of the processor time.

Sound Options



You use the Sound settings to choose the sounds played by Windows and some applications.

Windows and Windows applications use sounds for various reasons. For example, Windows can play a sound each time it starts. Alarm Clock can play sounds as alarms or chimes. Other applications use sounds for a warning beep.



You can choose sounds from a variety of music, spoken words, or sound effects.



Related Procedures

Procedures

[Assigning System Sounds](#)

[Installing New Sound Files](#)

[Turning Sounds On or Off](#)

Display Modes



You use the Display settings to change video display modes for some multimedia applications.

Some applications designed for 256-color VGA display mode look better on the standard 16-color VGA displays if you change to grey scale or MCGA mode. In general, applications that include a mixture of photographic-quality images and text look better in grey scale. In many cases, the application detects that you have a VGA display and displays a message that you should change to one of the other display modes.



Related Procedure

MIDI Mapping



You use the MIDI Mapper settings to set up mapping assignments for MIDI synthesizers.

MIDI files authored for Windows assume certain channel settings, instrument patch settings, and key assignments. As Windows plays a MIDI file, it uses the mapping assignments to translate information in the MIDI file to correspond to each synthesizer in the computer. If you connect a MIDI synthesizer to the MIDI output port of your computer, you need to set up the mapping assignments to match the synthesizer.



Related Procedure

Procedures

[Changing Your MIDI Setup](#)

[Creating a New Keymap](#)

[Creating a New MIDI Setup](#)

[Creating a New Patchmap](#)

[Deleting a Keymap](#)

[Deleting a MIDI Setup](#)

[Deleting a Patchmap](#)

Multimedia Drivers



You use the Drivers settings to install new multimedia drivers and configure existing drivers.

If you purchase a new multimedia device that you want to add to Multimedia Windows, you'll need to install a multimedia driver for that device before applications can use it. Some multimedia devices offer setup options. For those drivers, you'll also need to configure the driver using these settings.



Related Procedures

Procedures

[Configuring Existing Drivers](#)

[Installing Multimedia Drivers](#)

Joystick Calibration



You use the Joystick settings to customize the settings for your joystick.

Individual joysticks have slightly different ranges of motion. Multimedia Windows makes some assumptions about what position of the joystick matches each corner of the display. If your joystick moves less or more than Windows assumes, you'll have difficulty moving the joystick into all four corners of the screen. To correct this situation, you can calibrate each joystick attached to your computer.



Related Procedure

Control Panel Commands

Click a menu name or command.



Settings

Control Panel Commands

Click a menu name or command.



Settings		
Color...	Desktop...	Screen Saver...
Printers...	Network...	Exit
Fonts...	386 Enhanced...	
International...	Display...	
Ports...	Drivers...	
Keyboard...	Joystick...	
Mouse...	MIDI Mapper...	
Date/Time...	Sound...	

Color Command



Changes colors for screen elements.

Use this option	To
Color Schemes	Select an existing color scheme.
Color Palette	Change any screen element color.
Save Scheme	Save a new scheme or changes you make to an existing scheme.
Remove Scheme	Delete a color scheme.
Screen Element	Select the screen element whose color you want to change. This option appears after you choose Color Palette.
Define Custom Colors	Create a new color with luminosity, saturation, and hue; or red, green, and blue components. The option appears after you choose Color Palette.
Add Color	Add the new color to a square you select in the Custom Color palette. This option appears after you choose Define Custom Colors.



Related Topics

Concept

[Desktop Colors](#)

Procedures

[Changing Existing Color Schemes](#)

[Creating Custom Colors](#)

[Removing Color Schemes](#)

[Selecting Existing Color Schemes](#)

Desktop Command



Changes the desktop background, cursor blink rate, icon spacing, grid size, and border width.

Use this option To

Pattern	Select an existing desktop pattern.
Edit Pattern	Modify a selected pattern and save it with the Change button. You can also create a new pattern and save it with the Add button.
Wallpaper	Select a bitmap for your desktop.
Cursor Blink Rate	Change the speed at which the cursor blinks.
Icons	Change the amount of space between icons.
Sizing Grid	Change the spacing for the invisible desktop grid. This setting affects the sizes a window can be.
Border	Change the width of the window borders.

 Related Topics

Concept

[Desktop Options](#)

Procedures

[Changing Existing Desktop Patterns](#)

[Changing the Border Width](#)

[Changing the Cursor Blink Rate](#)

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[Changing the Spacing Between Icons](#)

[Creating New Desktop Patterns](#)

[Displaying Custom Wallpaper](#)


[Removing Desktop Patterns](#)

[Selecting Existing Desktop Patterns](#)

Date/Time Command



Changes the date and time of the computer-system clock.

 [Related Topics](#)

Concept

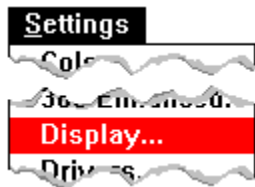
[System Date and Time](#)

Procedures

[Changing the Date](#)

[Changing the Time](#)

Display Command



Changes the video display mode.

You use the Display option to change video display modes for some multimedia applications. You can choose among the five standard display modes and restart Windows in that mode.

Manufacturers of video display hardware will supply additional display drivers for use with this option.

Palettized VGA 640x480 with 16 colors. Use as suggested by your multimedia application.

Video Seven VGA 640x480 with 256 colors. Produces high quality color images. Use only if you have the Video Seven card installed in your computer.

VGA 320x200 with 256 colors. Produces 256 color images with a standard VGA card, however, the images appear larger and with less detail. Use as suggested by your multimedia application.

VGA 640x480 with 16 greys. Use as suggested by your multimedia application.

VGA 640x480 with 16 colors. The standard VGA display driver. Use as suggested by your multimedia application.

 Related Topics

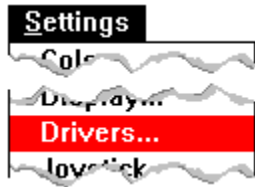
Concept

[Display Modes](#)

Procedure

[Changing Display Modes](#)

Drivers Command



Installs new drivers or configures existing drivers.

Windows drivers are automatically installed when you first set up Multimedia Windows. You can use this command to install drivers for any new devices you add to your system, such as a joystick or videodisc player.



Related Topics

Concept

[Multimedia Drivers](#)

Procedures

[Configuring Existing Drivers](#)

[Installing Multimedia Drivers](#)

[Removing Installed Drivers](#)

Fonts Command



Adds and removes fonts.

The fonts you use determine how text looks on your screen and on the printed page. Windows comes with a variety of fonts. Other font sets that you can install with Windows are available from font manufacturers.

 [Related Topics](#)

Concept

[Fonts](#)

Procedures

[Adding Fonts](#)

[Removing Fonts](#)

International Command



Specifies international settings for applications that use these settings.

Use this option	To
Country	Change the country-specific formats used in the other international settings.
Language	Changes language settings for Windows applications that provide language-specific tasks, such as sorting or case conversion.
Keyboard Layout	Specify the keyboard layout of your computer.
Measurement	Select the metric or English system of measurement.
List Separator	Enter the symbol used to separate elements in a list.
Date Format	Specify the Short and Long Date Format.
Time Format	Specify the format for the time in Windows applications.
Currency Format	Specify the format for currency.
Number Format	Specify how numbers appear in Windows applications.

 [Related Topics](#)

Concept

[Language Formats](#)

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[Changing the Date Format](#)

[Changing the List Separator](#)

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[Changing the Short Date Format](#)

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[Selecting a Country](#)

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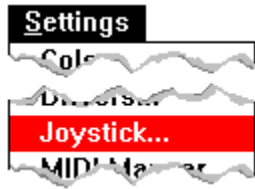
[Selecting a System of Measurement](#)

[Specifying the Currency Format](#)

[Specifying the Keyboard Layout](#)

[Specifying the Number Format](#)

Joystick Command



Calibrates your joystick positions to match the display boundaries.

Individual joysticks have slightly different ranges of motion, which can cause difficulties in using the joystick across the full width and height of your screen. You can use this command to adjust joystick settings so that movements of the joystick match the pointer position on your screen.

 [Related Topics](#)

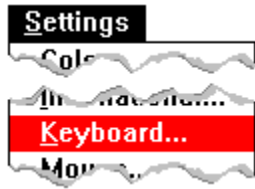
Concept

[Joystick Calibration](#)

Procedure

[Calibrating the Joystick](#)

Keyboard Command



Changes the speed at which a key repeats when you hold it down.

 Related Procedure

MIDI Mapper Command



Changes MIDI settings for output channels, patchmaps, and keymaps.

Windows comes set up to play MIDI music with the sound card that came with your computer or upgrade kit. Unless you add an external MIDI synthesizer, you don't need to use this command.



Related Topics

Concept

[MIDI Mapping](#)

Procedures

[Changing Your MIDI Setup](#)

[Creating a New Keymap](#)

[Creating a New MIDI Setup](#)

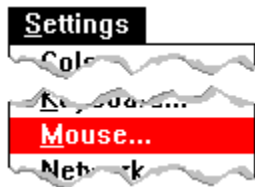
[Creating a New Patchmap](#)

[Deleting a Keymap](#)





[Deleting a MIDI Setup](#)

[Deleting a Patchmap](#)

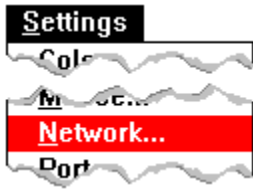
Mouse Command



Changes these settings for your mouse:

-  The rate at which the pointer travels across the screen
-  The speed at which Windows registers a double-click
-  The functions of the left and right buttons
-  Related Procedure

Network Command



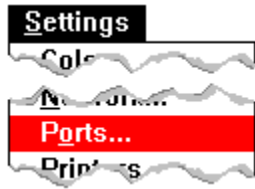
Changes options for your network connection.

Each network offers different options.



Related Procedure

Ports Command



Specifies these communications settings for serial (COM) ports:


- Baud rate
- Data bits and stop bits
- Parity
- Flow control
- Related Procedure

Printers Command



Installs printers, removes printers, and changes printer options.

Use this option	To
Add Printer	Add a printer driver for the printer you want to use with Windows.
Configure	Assign the printer driver to a port, remove a printer driver, choose Setup options, or choose Timeout options.
Setup	Select printer-specific options, including the printer model you want to use with a printer driver.
Installed Printers	Select among available printers to configure the printer, make it active or inactive on a port, or make it the default printer.
Default Printer	Show the name and port for the printer Windows currently uses.
Network	Connect to and disconnect from network printers.
Use Print Manager	Turn Print Manager on or off.

 [Related Topics](#)

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[Installed Printer Options](#)

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[Choosing Timeout Options](#)

[Connecting to Network Printers](#)

[Disconnecting from a Network Printer](#)

[Installing New Printers](#)

[Removing Printers](#)

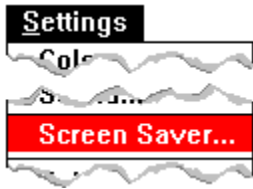
[Selecting a Printer Port](#)

[Selecting Printer Settings](#)

[Selecting a Printer Model](#)


[Turning Print Manager On or Off](#)

Screen Saver Command



Selects a screen saver image or pattern.

When you are not using your computer, you can choose to display an image or pattern to save wear on the phosphors in your screen. You can use this command to select the pattern or image. If you select a pattern that rotates through different colors and positions, the pattern saves wear on the electronics in your display.

 [Related Topics](#)

Concept

[Screen Savers](#)

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[Setting Up the Lissajous Screen Saver](#)

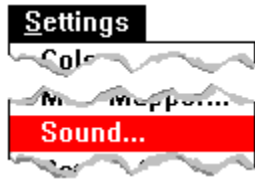
[Setting Up the Marquee Screen Saver](#)

[Setting Up the Melt/Slime Screen Saver](#)

[Setting Up the Mystify Screen Saver](#)


[Setting Up the Starfield Simulation Screen Saver](#)

Sound Command



Turns sounds on or off, and selects sounds that are played by Windows and applications.

Clearing the Warning Beep check box turns off Windows' warning beep and any sound that is assigned to the system default.

 [Related Topics](#)

Concept

[Sound Options](#)

Procedures

[Assigning System Sounds](#)

[Installing New Sound Files](#)

[Turning Sounds On or Off](#)

386 Enhanced Command



Manages device contention and resource allocation when Windows applications and non-Windows applications are running with Windows.

Use this option	To
Device Contention	Specify how Windows arbitrates device contention.
Scheduling	Specify how Windows behaves when both Windows applications and non-Windows applications are running.
Minimum Timeslice	Set the length of time an application is allowed to run before Windows gives processor control to another application.

 Related Topics

Concepts

[386 Enhanced Mode Options](#)

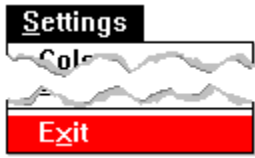
[Multitasking](#)

Procedures

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[Setting Multitasking Options](#)

Exit Command




















Exits Control Panel.

Control Panel Procedures

Click a folder or topic title.



-  Date/Time
-  Printers
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-  International
-  Sound
-  Screen Saver
-  Drivers
-  Desktop
-  Fonts
-  Color
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Control Panel Procedures

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Control Panel Procedures




















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Changing the Date

You can change the system date with the Date/Time option. The system date is used by Clock, Calendar, and File Manager.

To change the date:

- 1 Choose the Date/Time icon from the Control Panel window.
The date appears according to the [Short Date Format option](#) chosen with the International setting.
- 2 Select the part of the date you want to change.
- 3 Click the arrows in the Date box to select a value.
Or type the new value for the selected part.

- 4 Click OK.



Related Procedure



Keyboard Procedure

Changing the Time

You can change the system time with the Date/Time option. The system time is used by Clock, Calendar, and File Manager.

To change the time:

- 1 Choose the Date/Time icon from the Control Panel window.

The time appears according to the [Time Format option](#) chosen with the International setting.

- 2 Select the part of the time you want to change.
- 3 Click the arrows in the Time box to select a value.

Or type the new value for the selected part.

- 4 Click OK.



Related Procedure



Keyboard Procedure

Changing Your MIDI Setup

You can change to another MIDI setup or edit the channel mappings for an existing setup. When Windows was installed on your computer, a MIDI setup was selected for the MIDI synthesizer card in the computer. Unless you connect a MIDI synthesizer to the MIDI output port of the computer, you don't need to change the MIDI setup.

To change to another MIDI setup:

- 1 Choose the MIDI Mapper icon from the Control Panel window.
- 2 Open the Name drop-down list box and select the setup you want.
- 3 Click OK.


To edit an existing MIDI setup:

- 1 Open the Name drop-down list box and select the setup you want to edit.
- 2 Click the Edit button.
- 3 As needed, click a destination channel, port name or patchmap associated with a source channel and change the setting for that item.

To change the destination channel, click the up or down arrow in the Dest Chan box until the new channel number is displayed. To change the port name or patchmap, open the drop-down list box for that item and select the setting you want.

- 4 Select the Active check box if you want data sent to a channel.

Base-level synthesizers should have channels 13-16 active. Extended synthesizers should have channels 1-10 active.

Click  for an example of the minimum capabilities of base-level and extended synthesizers.

- 5 Click OK.

 Related Topics

Concept

[MIDI Mapping](#)

Procedures

[Creating a New MIDI Setup](#)

[Deleting a MIDI Setup](#)

example

Melodic Instruments

Synthesizer	Number	Polyphony
Base-level	3 instruments	6 notes
Extended	9 instruments	16 notes

Percussive Instruments


Synthesizer	Number	Polyphony
Base-level	3 instruments	3 notes
Extended	8 instruments	16 notes

Polyphony is the number of notes the synthesizer can play simultaneously. In this case, polyphony applies to melodic and percussive instruments. For example, a base-level synthesizer is capable of playing six notes distributed among three melodic instruments and five notes distributed among three percussive instruments. The melodic instruments are each on different MIDI channels, and the percussive instruments are key-based--all on a single MIDI channel. To determine if you have a base-level or an extended synthesizer, consult the instrument's manual and compare its capabilities to the above tables.

Creating a New MIDI Setup


If you attach an external MIDI synthesizer to the MIDI output port of your computer, you need to create a new MIDI setup for it.

To prepare to create the setup:

- 1 Set up the synthesizer to receive on multiple MIDI channels.
Consult the manual that came with the synthesizer for information about how to do this.
- 2 Consult the manual for the synthesizer to determine whether it's a base-level synthesizer or extended synthesizer, and which MIDI channels it uses.
To determine if the synthesizer is a base-level or extended synthesizer, click  for an example of the minimum capabilities of base-level and extended synthesizers, and compare this information to the information in the manual for the synthesizer.
- 3 Create a keymap for the synthesizer unless the synthesizer supports General MIDI Mode.
Click [Creating a New Keymap](#) for more information about creating keymaps.
- 4 Create two patchmaps for the synthesizer unless the synthesizer supports General MIDI Mode.
Create one patchmap for the melodic instruments and one patchmaps for the percussive instruments. When you create the patchmap for the percussive instruments, don't change the destination patch numbers--just associate the keymap you created in step 3 with the patch number 0. Click [Creating a New Patchmap](#) for more information about creating patchmaps.

To create the setup:

- 1 Choose the MIDI Mapper from the Control Panel window.
- 2 Click the New button.
- 3 Type a name and description for the new setup.
- 4 Choose OK.
- 5 For each source channel used, specify a destination channel, a port name, and a patchmap name.
Repeat steps 6 through 8 as many times as necessary.
Base-level synthesizers use source channels 13-16. Extended synthesizers use channels 1-10.
- 6 Specify a destination channel that corresponds to one of the channels used by your synthesizer.
To specify the destination channel, click the Dest Chan box and click the up or down arrow until the destination channel number you want is displayed.
- 7 Specify the port name for your computer's MIDI output port.
To specify the port name, select the Port Name box, open the drop-down list box, and select the setting you want.
- 8 Specify the patchmap name.
To specify the patchmap, select the Patchmap Name box, open the drop-down list box, and select the setting you want. The patchmap you select depends on whether the source channel is melodic or percussive.
For melodic source channels, specify the patchmap created for the melodic instruments. On Base-level synthesizers, melodic channels are 13-15. On Extended synthesizers, melodic channels are 1-9.
For percussive source channels, specify the patchmap created for percussive instruments. On Base-level synthesizers, the percussive channel is 16. On Extended synthesizers, the percussive channel is 10.
- 9 Choose OK.

 Related Topics

Concept

[MIDI Mapping](#)

Procedures

[Changing Your MIDI Setup](#)

[Deleting a MIDI Setup](#)

Deleting a MIDI Setup

You should only remove an existing MIDI Setup if you no longer plan to use the MIDI device for which it was created. If there's any possibility that you will use the device again, keep the setup.

To delete a setup:

- 1 Choose the MIDI Mapper icon from the Control Panel window.
- 2 Open the Name drop-down list box and select the setup you want to delete.
- 3 Click the Delete button.
- 4 Click Yes to confirm the deletion.



Related Topics

Concept

[MIDI Mapping](#)

Procedures

[Changing Your MIDI Setup](#)

[Creating a New MIDI Setup](#)

Creating a New Patchmap

Synthesizer instruments are associated with certain patch numbers in your MIDI setup. If you add an external MIDI synthesizer to your system, you might need to create a new patchmap for it. If the MIDI device supports General MIDI Mode, it does not require a patchmap.

To create a patchmap:

- 1 Choose the MIDI Mapper icon from the Control Panel window.
- 2 Click the Patchmaps option button.
- 3 Click the New button.
- 4 Specify a name and description for the new patchmap and click OK.
- 5 If the patch numbers for your MIDI device start numbering from 1 rather than from 0, click the "1 based patch #'s" button.
Change the destination patch number to select an instrument on the synthesizer with a sound similar to the instrument listed in the Src Patch Name box.
- 6 For each source patch number, specify the destination patch number.
To specify the number, click the Dest Patch # box, then click the up or down arrow until the number you want is displayed.
- 7 If appropriate, specify the desired volume percentage and the keymap to associate with each patch number.
- 8 Click OK.
- 9 Click Yes to save the new patchmap.



Related Topics

Concept

[MIDI Mapping](#)

Procedure

[Deleting a Patchmap](#)

Deleting a Patchmap

If you no longer need a patchmap, you can delete it. However, you cannot delete a patchmap if it is referenced by any of the existing setups.

To delete a patchmap:

- 1 Choose the MIDI Mapper icon from the Control Panel window.
- 2 Click the Patchmaps option button.
- 3 From the Name drop-down list box, select the patchmap you want to delete.
- 4 Click the Delete button.
- 5 Click Yes to confirm the deletion.



Related Topics

Concept

[MIDI Mapping](#)

Procedure

[Creating a New Patchmap](#)

Creating a New Keymap

If you install a new external MIDI device, you might need to create a new keymap for percussive instruments.

To create a new keymap:

- 1 Choose the MIDI Mapper icon from the Control Panel window.
- 2 Click the Keymaps option button.
- 3 Click the New button.
- 4 In the New MIDI Keymap dialog box, specify a name and description for the new keymap.
- 5 Click OK.
The list of key numbers is already scrolled to key number 35. You can use the scroll bar to move to other key numbers.
- 6 For each source key number you want to remap, click the Dest Key # box and click the up or down arrow until the number you want is displayed.
- 7 When you have remapped all the keys required for your keymap, click OK.
- 8 Click Yes to save the new keymap.



Related Topics

Concept

[MIDI Mapping](#)

Procedure

[Deleting a Keymap](#)

Deleting a Keymap

You should only delete a keymap if you remove the MIDI device it pertains to from your system. You cannot delete a keymap if it is used by an existing patchmap.

To delete a keymap:

- 1 Choose the MIDI Mapper icon from the Control Panel window.
- 2 Click the Keymaps option button.
- 3 From the Name drop-down list box, select the keymap you want to delete.
- 4 Click the Delete button.
- 5 Click Yes to confirm the deletion.



Related Procedures

Concept

[MIDI Mapping](#)

Procedure

[Creating a New Keymap](#)

Installing New Sound Files

Multimedia Windows includes 25 sound files--some voice, some sound effects. These files are stored on the Multimedia Windows CD-ROM. Since each sound file is quite large, only a few sounds were installed on your hard disk when you set up Multimedia Windows. You can install any of the other sound files by copying them from the CD-ROM to your hard disk.

To copy a sound file:

- 1 Start File Manager.
- 2 Insert the Multimedia Windows disc in the CD-ROM drive.
- 3 Select the icon for the disk drive where you installed Multimedia Windows. Then open the directory in which you installed Windows.
- 4 In the Directory Tree window, select the CD-ROM drive icon. Then open the MWINDOWS directory on the CD-ROM disc.
- 5 Select the sound file(s) you want to install from the CD-ROM disc.
All the sound files have a .WAV extension.
- 6 Drag the selected files into your Multimedia Windows directory.

In Control Panel, you can now [assign one of the new files to a sound name](#).



Related Procedures



Keyboard Procedure

Procedures

[Assigning System Sounds](#)

[Starting Applications](#)

Assigning System Sounds

To assign a new sound file to a sound name:

- 1 Choose the Sound icon from the Control Panel window.
- 2 Select a name from the Sound Name list box.

The sound file assigned to the name you choose is highlighted in the box on the right. The sound assigned to SystemStart plays whenever you start Windows. The other sounds play as specified by the application you are using. For example, some applications play the sound assigned to System Default whenever you click the mouse outside a dialog box.

- 3 Select a .WAV file in the box on the right.

If the file is not in the current directory, double-click the directory you want. Then select the file. 

- 4 Click the Test button if you want to hear the sound.

- 5 Click OK.



Related Procedure



Keyboard Procedure

hint

The current directory is shown above the box on the right. Double-clicking the two periods [.] at the top of the box shows the files and directories located one level closer to a disk's root directory.

Turning Sounds On or Off

Windows uses a warning beep to signal you when you attempt to do something that Windows doesn't allow. You can turn off the warning beep. However, turning off the warning beep also turns off any sound that is assigned to the system default. For example, an electronic mail program might use the system default sound to alert you that new mail has arrived.

To turn sounds on or off:

- 1 Choose the Sound icon from the Control Panel window.
- 2 Select the Warning Beep check box to turn on the sound.
Or, clear the check box to turn off the sound.
- 3 Click OK.



Keyboard Procedure

Installing Multimedia Drivers

When you add a multimedia device to your system, such as a videodisc player or new sound card, you need to install a multimedia driver for that device. For some devices, multimedia drivers come on the Multimedia Windows CD-ROM disc. For other devices, the manufacturer will supply the device driver.

To install a driver that comes with Multimedia Windows:

- 1 Choose the Drivers icon from the Control Panel window.
- 2 Click the Add button.
- 3 Select the driver you want and click OK.
- 4 Click OK to close the dialog box.

Control Panel assigns a name to the driver and lists its description in the dialog box. The name is one of the standard device names, such as wave or midi. If there is already a driver of that type installed, a number is added to the end of the name. For example, if you add a second MIDI device driver to your system, its name will be midi1.

To install a new driver from a floppy disk:

- 1 Choose the Drivers icon from the Control Panel window.
- 2 Click the Add button.
- 3 Click the Add Unknown button.
- 4 Insert the diskette or disc that contains the driver you want to install.
- 5 Click OK if the driver is in the root directory of the A: drive.
If the driver is in another drive or directory, type the complete pathname and click OK.
- 6 Select the driver you want and click OK.
- 7 Click OK to close the dialog box.

Control Panel assigns a name to the driver and lists its description in the dialog box. The name is one of the standard device names, such as wave or midi. If there is already a driver of that type installed, a number is added to the end of the name. For example, if you add a second MIDI device driver to your system, its name will be midi1.



Related Topics



Keyboard Procedure

Concept

[Multimedia Drivers](#)

Procedures

[Configuring Existing Drivers](#)

[Removing Installed Drivers](#)

hint

The current directory is shown below the driver name. Double-clicking the two periods [..] at the top of the Directories box shows the files and directories located one level closer to a disk's root directory.

Instead of using the Files and Directories list boxes to open a file, you can type the complete pathname in the Filename box and click OK.

Removing Installed Drivers

To remove an existing multimedia driver:

- 1 Choose the Drivers icon from the Control Panel window.
- 2 Select the driver you want to remove from the list of installed drivers.
- 3 Click the Remove button.
- 4 Click OK to confirm the removal.



Related Topics



Keyboard Procedure

Concept

[Multimedia Drivers](#)

Procedure

[Installing Multimedia Drivers](#)

Configuring Existing Drivers

Individual multimedia drivers may require some setup before they will work properly with Multimedia Windows. For example, you might have installed your audio card at a non-standard port address. The documentation that came with your hardware should explain any setup options you might need to adjust when you install the driver.

To set up an installed multimedia driver:

- 1 Choose the Drivers icon from the Control Panel window.
- 2 Select the driver you want to configure from the list of available drivers.
- 3 Click the Setup button.

Some drivers will not have any setup options. If the driver you select does not offer setup options, the Setup button will be dimmed.

- 4 Set the configuration options as described in your hardware documentation.
- 5 Click OK.

If you click Cancel at this point, the configuration changes are still made to the driver. If you want to cancel the configuration changes, click Setup again and specify the original options.

- 6 Click Restart Windows if you want the new settings to take effect immediately.



Related Topics



Keyboard Procedure

Concept

[Multimedia Drivers](#)

Procedures

[Installing Multimedia Drivers](#)

[Removing Installed Drivers](#)

Adding Fonts

Use the Fonts setting in Control Panel to add additional font sets that you might purchase or receive with an application you buy. A font set determines how characters will look on the screen and in a printed document.

To add a font:

- 1 Choose the Fonts icon from the Control Panel window.
All previously installed fonts are listed in the Fonts dialog box, and a sample of the selected font is shown in all the available sizes unless the font is a vector font.
- 2 Click the Add button.
- 3 Type the font filename in the Font Filename box or select a directory and file from the list boxes.
You can select and install more than one font at a time.
- 4 Click OK.



Related Topics



Keyboard Procedure

Concept

[Fonts](#)

Procedure

[Removing Fonts](#)

Removing Fonts

Each installed font set uses memory. If you are not using a font set, you can remove it to free memory for your applications.

To remove an installed font:

- 1 Choose the Fonts icon from the Control Panel window.

The fonts installed in Windows are listed in the Installed Fonts box.

- 2 Select the font that you want to remove.

CAUTION: The Helv font set is used for most Windows dialog boxes. Do not remove this set, or the text in the dialog boxes will be difficult to read.

- 3 Click the Remove button.

- 4 Click Yes to confirm the removal.

The font set is removed from Windows, but the font file still remains on your hard disk.



Keyboard Procedure

Setting Network Options

If you installed a network when setting up Windows and are connected to the network, the Control Panel window will include a Network icon. You use the options represented by this icon to view information about your network or to set special options that might be available for your network.

To set network options:

- 1 Choose the Network icon from the Control Panel window.

The dialog box that appears is specific to your network software. The dialog box might let you sign on and off the network, change user identification, change passwords, or forward messages to another user.

- 2 Change the options as desired.

For information about any options available with your network, see the operating guide for your network software and the Help feature (if available) in the dialog box.



Keyboard Procedure

Changing Display Modes

To change the video display mode:

- 1 Choose the Display icon from the Control Panel window.
- 2 Select the display mode you want from the list of available modes.
- 3 Click OK.
- 4 If you want to restart Windows using the display mode you've chosen, click Restart Windows. Otherwise, click Don't Restart Windows.

The next time you start Windows, it will use the display mode you selected.



Related Concept



Keyboard Procedure

Changing Mouse Settings

You can make several adjustments to the way Windows works with your mouse, including switching the functions of the left and right buttons, changing the speed of the double-click, or changing the speed at which moving the mouse moves the pointer.

To change mouse settings:

- 1 Choose the Mouse icon from the Control Panel window.
- 2 Set the options you want and click OK.

This option	Specifies
Mouse Tracking Speed	The rate at which the pointer travels across the screen. Drag the scroll box toward Slow or Fast, or click either scroll arrow.
Double-Click Speed	The speed at which Windows registers a double-click. Drag the scroll box toward Slow or Fast, or click either scroll arrow. Double-click on the Test button to confirm that you're clicking fast enough for Windows. If the Test box changes color, Windows recognizes your double-clicks.
Swap Left/Right Buttons	The functions of the left and right buttons. Many applications use the left button as the primary tool for selecting text and choosing items. If you are left-handed, you might find it more convenient to switch the two buttons. Notice that the mouse diagram in the dialog box reflects your choice, and be aware that this change takes effect immediately, before you close the dialog box. Thus, if you switch the buttons, you'll need to click the right button to click OK or Cancel, or to switch the buttons again.

Calibrating the Joystick

Calibrating your joystick involves two main processes: you must make sure your joystick is configured correctly and then you must calibrate your joystick.

NOTE: If your joystick has centering trimmers (also known as "trimmer pots"), center them before calibrating.

To configure your joystick:

- 1 Choose the Drivers icon from the Control Panel window.
- 2 From the Installed Drivers dialog box, select the joystick driver you're using.
- 3 Click the Setup button to configure the joystick driver.
- 4 From the Game Adapter Setup dialog box, specify either 2-Dimensional joystick(s) or 3-Dimensional joystick(s).
- 5 Click OK to return to the Installed Drivers dialog box.
- 6 Click OK again.

Now you can calibrate your joystick.

To calibrate your joystick:

- 1 Choose the Joystick icon from the Control Panel window.
- 2 If you have more than one joystick, select the one you want to calibrate.
- 3 Click the Test button to determine if the joystick needs calibration.
Try to move the joystick cursor into each corner of the rectangle. If it won't move into each corner, you need to calibrate it.
- 4 Click OK to return to the main dialog box, and click the Calibrate button if needed.
- 5 Follow the instructions at the top of the Calibration dialog box. Move the joystick to the top-left corner of its motion range and click the joystick button. Repeat as instructed for each of the other three corners.
- 6 Click OK.
The main Joystick Calibration dialog box appears.
- 7 Click OK to accept the calibration and return to Control Panel.



Related Concept



Keyboard Procedure

Installing New Printers

To install a printer for use with Windows, you must complete all of the following steps. If you don't understand how to complete a step, choose the topic for the step.

To install and use a new printer with Windows applications:

- 1 [Add the printer-driver file](#) for the printer to your hard disk.
- 2 [Select the port](#) to which you want to assign the printer.
- 3 [Select a printer](#) to use with the printer driver.
- 4 [Select the printer settings](#) you want.
- 5 [Make the printer active](#) on a port.
- 6 [Make the printer the default printer](#) for Windows.



Related Procedure



Keyboard Procedure

To begin installing a printer, click the following topic:

[Adding Printer Drivers](#)

Adding Printer Drivers

To add a printer driver:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Click the Add Printer button.

The dialog box expands to display a list of printers that work with the [printer-driver files](#) available on the Windows Setup disks. These drivers are part of the Windows package, and the ones you select are copied onto your system.

If you haven't installed a printer, Control Panel will automatically click the Add Printer button for you.

- 3 Select the printer you want to install from the List of Printers box.

[If your printer is not listed](#), you should check your printer manual to see if your printer emulates one of the printers that Windows supports. If so, you can use one of the printer drivers supplied by Windows to support your unlisted printer.

If Windows does not have a driver that supports your unlisted printer and you have a printer driver for the printer, select Unlisted Printer from the List of Printers box.

- 4 Click the Install button.

[If a driver for the printer is already installed](#), Windows asks if you want to use that driver or install a new one. Click the New button to install a new version of the driver. Click the Current button to use the existing printer driver.

- 5 Insert the disk with the printer driver in drive A, or type its drive letter and directory path in the text box. Then click OK.

This step does not apply if you chose to use the existing printer driver.

- 6 Insert the disk that contains font files if Control Panel prompts you for the files. Then click OK.

Windows copies the appropriate font file to your hard disk.

The printer name appears in the list of installed printers. Control Panel has installed the printer-driver file for the printer you selected. It has not configured your particular printer to operate with the installed printer driver. Most printer drivers are common to a number of different printer models. To customize the printer-driver file so that your printer works with Windows, you must [complete the other installation procedures](#).

NOTE: For the first printer driver you install, the name of the printer driver appears highlighted in the Installed Printers box along with LPT1 to indicate the port assignment and Active to indicate the current status. Subsequent printer drivers you install will appear with None for the port assignment and Inactive for the current status.



Related Procedure



Keyboard Procedure

To continue installing a printer, click the following topic:

[Selecting a Printer Port](#)

Selecting a Printer Port

To select a printer port for a printer:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Select the printer from the Installed Printers box.
- 3 Click the Configure button.

You'll see the Configure dialog box in which the [ports](#) are listed.

If you select a serial (COM) port, you might also need to [configure the port](#). Windows automatically sets the most commonly used communications settings for serial printers, and these settings should work with most printers.

- 4 Select the port to which the printer is attached.

If you are installing a new printer, you must [complete the other installation procedures](#) before you can use the printer.



Related Procedure



Keyboard Procedure

To continue installing a printer, click the following topic:

[Selecting a Printer Model](#)

port

A connection on a computer where you plug in the cable that carries data to another device.

LPT ports are parallel ports. COM ports are serial ports. EPT is a port used for certain printers, such as the IBM Personal Pageprinter. You can use the EPT port only if you have installed a special card in your computer.

You can also select FILE to print the output to a disk file. If you select FILE, Windows asks you to name the file each time you print.

Selecting a Printer Model

Because different kinds of printers can use the same printer driver, you must tell Windows which printer you want to use with the printer driver.

To select a printer:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Select the printer driver from the Installed Printers box.
- 3 Click the Configure button.
- 4 Click the Setup button.

A Setup Printer dialog box appears, [displaying the current print options](#) for the printer-driver file you are configuring.

- 5 Select the name of the printer you want to use.

If you are installing a new printer, you must [complete the other installation procedures](#) before you can use the printer.



Related Topic



Keyboard Procedure

To continue installing a printer, click the following topic:

[Selecting Printer Settings](#)

Selecting Printer Settings

Windows sets the print option that should work for your printer in most situations. You can change these settings to do such things as use a different paper size or change the way paper feeds through the printer.

To select printer settings:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Select the printer driver from the Installed Printers box.
- 3 Click the Configure button.
- 4 Click the Setup button.
- 5 Select the options you want.

If you need information about specific printer options, click the Help button in the Setup Printer dialog box.

You might also be able to change the printer options while using some Windows applications. See Help for your Windows application to find out if this feature is supported.

If you are installing a new printer, you must [complete the other installation procedures](#) before you can use the printer.

If you change the port a printer is connected to, check the print options to make sure they are correct. The print options you set do not follow a printer from one port to another.



Related Topic



Keyboard Procedure

To continue installing a printer, click the following topic:

[Choosing the Active Printer for a Port](#)

Choosing the Active Printer for a Port

Although you can assign more than one printer to a port, only one printer can be active on that port at a time.

To make a printer active or inactive for a port:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Select a printer from the Installed Printers box.
The printer you select must be assigned to a port.
- 3 Select Active or Inactive.

The default printer cannot be made inactive.

If you are installing a new printer, you must [complete the other installation procedures](#) before you can use the printer.



Related Procedure



Keyboard Procedure

To continue installing a printer, click the following topic:

[Choosing the Default Printer](#)

Choosing the Default Printer

The default printer is the printer that most Windows applications automatically use when you choose the Print command. You can have only one default printer and it must also be the active printer on a port.

To choose the default printer:

- 1 Choose the Printers icon from the Control Panel window.

The Default Printer area shows the default printer used by Windows and Windows applications that use this setting.

- 2 Double-click an active printer in the Installed Printers box.

The active printer you select must be assigned to a port.

- 3 Click OK.

Other Windows applications sometimes use the Printer Setup command so that you can choose a default printer for only that application.



Keyboard Procedure

Turning Print Manager On or Off

Print Manager controls printing in the background while you continue to work with your applications in the foreground. However, if you want, you can print from a Windows application without using Print Manager. Your application then prints directly to your local printer or to the network printer.

To turn Print Manager on or off:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Select or clear the Use Print Manager check box.
- 3 Click OK.

NOTE: Keep in mind that if you print without Print Manager, you cannot work with your computer until the print file is completely delivered to the network or your local printer. Printing without Print Manager also prevents you from receiving a report on the status of the local or network print queue. If, however, you merely bypass Print Manager instead of turning it off, you can still receive reports on network queue status and manage your print files on a local printer. To bypass Print Manager, you choose the Print Net Jobs Direct option with Print Manager's Network command.



Related Procedure



Keyboard Procedure

local printer

A printer that is directly connected to your printer by a cable.

If you are using a local printer, you might be able to print a large file faster by bypassing Print Manager and sending the file directly to the local printer. However, if you print without Print Manager, you cannot work with your computer until the print file is completely delivered to the network or your local printer. Printing without Print Manager also prevents you from receiving a report on the status of the local or network print queue.

network printer

A printer that is accessible to your computer only by way of a network.


If you're using a network printer, you might be bypassing Print Manager already. In this case, turning Print Manager off will not affect printing speed; it will only prevent you from viewing the network print queue status.

Choosing Timeout Options

You can use the Timeout options to adjust the amount of time Windows waits before sending you a message about printer problems.

To choose Timeout options:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Select the printer from the Installed Printers box.
- 3 Click the Configure button.
- 4 Select the Timeout options you want and click OK.

This option	Specifies
Device Not Selected	The amount of time Windows waits before notifying you that a printer is offline. Change the standard setting (15 seconds) only if Windows frequently reports that a printer is unavailable and you are sure it is operational and online.
Transmission Retry	The amount of time Windows waits for output characters to be received by a printer before notifying you that it cannot print to the device. Change the standard setting (45 seconds) only if Windows frequently reports that the printer is unavailable and you are sure it is operational and online. Click  for an example of when you might change the setting.



Keyboard Procedure

example

You might need to change this setting to greater than 45 seconds if you are printing to a serial port or printing complicated graphics. It sometimes takes longer to transmit information to serial printers than to parallel printers and for printers to print complex graphics.

If you print to a network printer and network traffic is heavy, there might be enough of a delay to require you to change to higher timeout settings. Printing to a PostScript printer might also require higher settings.

Connecting to Network Printers

Instead of connecting a printer to your computer with a printer cable, you might use a network printer. If you did not connect to the network printer before starting Windows, you'll have to make the connection before printing. You can make the connection only if you installed Windows for use with a network and currently have a network running. Also, you can only connect to a network printer if the network your computer is connected to has a network printer.

To connect to a network printer:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Click the Network button.

The Network Connections dialog box lists any network printer connections that have already been made. (Contents of this dialog box vary depending on the type of network you are using.)

- 3 Select a port for the printer from the Port drop-down list box.
- 4 Type the network pathname for the printer in the Path box.

Or click the Browse button to look for printers on the network, select a printer from the Resources box, and click OK.

The Browse button will be unavailable if your network does not provide browse capability.

Check your network documentation for the information required in the Path box.

- 5 Type the password in the Password box.

The password is not displayed as you type.

Check your network documentation for the information required in the Password box.

- 6 Click the Connect button.

Control Panel adds the printer connection to the list in the dialog box.

If another network printer is already connected to the port, Control Panel prompts you to disconnect from it.



Related Procedure



Keyboard Procedure

Disconnecting from a Network Printer

To disconnect from a network printer:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Click the Network button.
- 3 In the Network Printer Connections box, select the printer you want to disconnect.
- 4 Click the Disconnect button.



Keyboard Procedure

Removing Printers

To remove an installed printer:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Select the printer from the Installed Printers box.
- 3 Click the Configure button.
- 4 Click the Remove button.
- 5 Click Yes to confirm the removal.
- 6 Click OK.

Removing a printer from the Installed Printers box removes the printer-driver file from the Windows directory only if no other printer is using that printer-driver file. Removing the printer-driver file does not [remove any associated fonts](#) since another printer-driver file might be using the fonts.



Keyboard Procedure



If Your Printer Is Not Listed in the Printers Dialog Box

If your printer does not appear in the Printers dialog box, you can still make your printer work with Windows.

Check the printer manual that came with your machine to see if your printer is 100 percent compatible or has an emulation mode that is compatible with one of the printers in the List of Printers box. Look for a section on dip switch settings or modes in the index of the manual.

For example, many dot-matrix printers can be made compatible with an Epson printer by changing dip switch settings on the back of the printer. Also, many laser printers can be made compatible with an HP LaserJet by changing dip switch settings or by selecting the proper choice from a menu panel on the printer. When you use your printer in emulation mode, however, be aware that you might not be able to use all the features unique to the printer.

If your printer is not 100 percent compatible and does not have an emulation mode that is compatible with one of the printers in the List of Printers box, you have two options:

-  Contact your printer manufacturer for a new printer driver that works with Windows.
-  Request the Driver Library Disk from Microsoft. Microsoft adds drivers as they become available.

See [Installing a Printer Driver Not Supplied by Windows](#) for instructions on installing such a printer-driver file.

If none of these suggestions works for you, select the Generic/Text Only printer driver from the List of Printers box. The Generic/Text Only printer driver works with most printers and should be chosen for daisy-wheel printers. It prints text, but not graphics.

Installing a Printer Driver Not Supplied by Windows

If you receive a new driver from a printer manufacturer, you should follow any special instructions the manufacturer provides for the installation.

If there are no special instructions, see [Adding Printer Drivers](#) for the procedure to use when installing a printer-driver file. When asked to select the name of your printer, select Unlisted Printer at the end of the List of Printers box.

There might be files other than the printer driver you will need to copy before you can operate your printer. So, before you configure printer settings, make sure you copy all other associated files into the \SYSTEM subdirectory of the directory that contains Windows. You can use File Manager to complete this procedure.

If a Printer-Driver File Is Already Installed

Because printer-driver files can be used by more than one printer, you might choose to install a new printer and find that the printer-driver file it uses has already been installed. You might also have a printer driver that you installed in a previous version of Windows.

If a printer-driver file already exists on your hard disk, a dialog box appears when you choose Install in the Printers dialog box. You can choose either to use the currently installed version of the printer-driver file or to install a new version. If you want to install a new version, choose New. Otherwise, choose Current.

To install a new version of the existing printer-driver file:

- 1 Click the New button in the dialog box reporting the existing file.
Another dialog box appears, instructing you to insert the disk that contains the printer-driver file.
- 2 Insert the disk in drive A and click OK.
The new printer-driver file replaces the existing one, and all the printers using that printer-driver file will now use the new one.
If appropriate, a dialog box appears, prompting you for the disk that contains font files associated with the printer.
- 3 Insert in drive A the disk that contains the files and click OK.
Windows copies the font files to your hard disk.

To use the currently installed printer-driver file:

- ▶ Click the Current button in the dialog box reporting the existing printer-driver file.
Control Panel installs the new printer using the currently installed printer driver.

Selecting a Country

When you select a country, the other international options automatically change to the standard settings for that country.

To select a country:

- 1 Choose the International icon from the Control Panel window.
- 2 Select a country from the Country drop-down list box.
- 3 Click OK.



Keyboard Procedure

Selecting a Language

Windows applications that provide language-specific tasks, such as alphabetical sorting or case conversion, use the Language option.

To select a language:

- 1 Choose the International icon from the Control Panel window.
- 2 Select a language from the Language drop-down list box.
- 3 Click OK.



Keyboard Procedure

Specifying the Keyboard Layout

To specify the keyboard layout:

Keyboard layout varies from country to country to accommodate special characters and symbols for each country. This setting tells Windows how to interpret the keys you press.

To specify the keyboard layout:

- 1 Choose the International icon from the Control Panel window.
- 2 Select the keyboard layout from the Keyboard Layout drop-down list box.
- 3 Click OK.



Keyboard Procedure

Selecting a System of Measurement

You can select the English or metric system of measurement for Windows applications that use the Measurement option.

To select a system of measurement:

- 1 Choose the International icon from the Control Panel window.
- 2 Select the metric or English system of measurement from the Measurement drop-down list box.
- 3 Click OK.



Keyboard Procedure

Changing the List Separator

You can designate the symbol you want to use to separate elements in a list. In English, the list separator is typically a comma and is used to separate words or numbers in a sentence when they appear in a series.

To change the list separator:

- 1 Choose the International icon from the Control Panel window.
- 2 Type the symbol you want to use as a separator in the List Separator box.
- 3 Click OK.



Keyboard Procedure

Changing the Date Format

You can change the date format for Windows applications that use this setting.

To change the date format:

- 1 Choose the International icon from the Control Panel window.

The Date Format dialog box shows the current long and short date formats.

- 2 Click the Date Format Change button.

- 3 Select the [Short Date Format options](#) you want.

The short date format displays the date as three numbers, representing month, day, and year--for example, 10/07/90. You specify the order and number of digits for each part of the date.

- 4 Select the [Long Date Format options](#) you want.

The long date format displays the date as a combination of words and numbers--for example, Monday, October 14, 1990.

- 5 Click OK.



Keyboard Procedure

Changing the Short Date Format

You can change the way some Windows applications display the date in short date format.

To change the short date format:

- 1 Choose the International icon from the Control Panel window.
The Date Format dialog box shows the current short date format.
- 2 Click the Date Format Change button.
- 3 Select the options you want in the Short Date Format box and click OK.

This option	Specifies
Order	The order of the month (M), day (D), and year (Y).
Separator	The symbol separating the month, day, and year. You can specify any character as the separator, though the most common are the slash (/) and the hyphen (-).
Day Leading Zero	A two-digit day display. For example, November 7 will be displayed as 11-07.
Month Leading Zero	A two-digit month display. For example, February 17 will be displayed as 02-17.
Century	A four-digit year display. For example, December 10, 1989, will be displayed as 12-10-1989.



Related Procedure



Keyboard Procedure

Changing the Long Date Format

You can change the way some Windows applications display the date in the long date format.

To change the long date format:

- 1 Choose the International icon from the Control Panel window.
The Date Format dialog box shows the current long date format.
- 2 Click the Date Format Change button.
- 3 Select the options you want in the Long Date Format box and click OK.

This option	Specifies
Order	The order of the month (M), day (D), and year (Y).
Day of the week	Full or abbreviated day names.
Month	Full or abbreviated month names, or month numbers.
Day of the month	Numbered days with or without leading zeros.
Year	Full or abbreviated years.
Separators (3)	The symbols separating day of the week, month, day of the month, and year.



Related Procedure



Keyboard Procedure

Specifying the Currency Format

You can specify the way the currency format is displayed in Windows applications that use the Currency Format option. For example, you can specify what currency symbol you want to use and where to place it, how negative numbers will appear, and how many decimal digits you want displayed after the decimal point.

To specify the currency format:

- 1 Choose the International icon from the Control Panel window.
- 2 Click the Currency Format Change button.
- 3 Select the options you want and click OK.

This option	Specifies
Symbol Placement	The placement and spacing of the currency symbol relative to the amount.
Negative	The format for negative numbers.
Symbol	The currency symbol for your country.
Decimal Digits	The number of digits displayed after the decimal point.



Keyboard Procedure

Changing the Time Format

You can specify the way the time is displayed in Windows applications that use the Time Format option.

To change the time format:

- 1 Choose the International icon from the Control Panel window.
- 2 Click the Time Format Change button.
- 3 Select the options you want and click OK.

This option	Specifies
12 hour or 24 hour	A 12-hour or 24-hour clock.
AM and PM	The words or symbols that denote before or after noon if you are using the 12-hour format. For the 24-hour format, you can specify a suffix (for example, PST) in the lower text box. Change the entries by typing in the text boxes.
Separator	The symbol used to separate hours, minutes, and seconds. Any character is allowed, but the most common is the colon (:).
Leading Zero	The format for the hours before 10. For example, you could display 9 o'clock as 9:00 or as 09:00.




Keyboard Procedure

Specifying the Number Format

You can specify the way numbers are displayed in Windows applications that use the Number Format option. For example, you can specify how numbers with decimals and numbers over a thousand will appear.

To specify the number format:

- 1 Choose the International icon from the Control Panel window.
- 2 Click the Number Format Change button.
- 3 Select the options you want and click OK.

This option	Specifies
1000 Separator	The symbol separating thousands.
Decimal Separator	The symbol separating decimal digits from whole numbers.
Decimal Digits	The number of digits displayed to the right of the decimal separator.
Leading Zero	A leading zero in front of decimal numbers less than 1.
 Keyboard Procedure	

Setting Up the Lissajous Screen Saver



Lissajous saves wear on the phosphors in your screen by rotating figures against a black background

To set up the screen saver:

- 1 Choose the Screen Saver icon from the Control Panel window.
- 2 From the Method list box, select Lissajous.
- 3 Click the Delay up or down arrow to increase or decrease the number of minutes and seconds you want your computer to be idle before Windows displays the screen saver.
- 4 Click the Setup button and select the display options you want:

Use	To specify
Trailing Lines	How many lines the figure has.
New figure every	The amount of time before a new figure appears.

- 5 Click OK.
- 6 Click the Test button to view the screen saver. Then move your mouse to return to the dialog box.
- 7 Click OK.

-  Related Concept
-  Keyboard Procedure

Setting Up the Marquee Screen Saver

Marquee saves wear on the phosphors in your screen by sending a message you select across a blank screen. The message enters from the right and moves to the left. As soon as it passes off the left edge of the screen, it re-enters from the right.

To set up the screen saver:

- 1 Choose the Screen Saver icon from the Control Panel window.
- 2 From the Method list box, select Marquee.
- 3 Click the Delay up or down arrow to increase or decrease the number of minutes and seconds you want your computer to be idle before Windows displays the screen saver.
- 4 Click the Setup button and select the display options you want:

Use	To
Text Type and Size	Select the font and font size of your message.
Position	Specify whether you want the message to move across the center of the screen or to move across at various positions on the screen.
Color	Select the color of the message text and background.
Speed	Specify the speed at which the message travels across the screen.
Text	Type the message you want. The message can be up to 253 characters.

- 5 Click OK.
- 6 Click the Test button to view the screen saver. Then move your mouse to return to the dialog box.
- 7 Click OK.



Related Concept



Keyboard Procedure

Setting Up the Melt/Slime Screen Saver



Melt and Slime save wear on the phosphors in your screen by sliding the screen down in chunks or flooding the screen with slime.

To set up the screen saver:

- 1 Choose the Screen Saver icon from the Control Panel window.
- 2 From the Method list box, select Melt/Slime.
- 3 Click the Delay up or down arrow to increase or decrease the number of minutes and seconds you want your computer to be idle before Windows displays the screen saver.
- 4 Click the Setup button and select the display options you want:

Use	To specify
Mode	Whether you want the screen to melt or be slimed.
Chunk Size	The height and width of the melt or slime pieces.

- 5 Click OK.
- 6 Click the Test button to view the screen saver. Then move your mouse to return to the dialog box.
- 7 Click OK.

-  Related Concept
-  Keyboard Procedure

Setting Up the Mystify Screen Saver

Mystify saves wear on the phosphors in your screen by moving and twisting two polygons through two-dimensional space.

To set up the screen saver:

- 1 Choose the Screen Saver icon from the Control Panel window.
- 2 From the Method list box, select Mystify.
- 3 Click the Delay up or down arrow to increase or decrease the number of minutes and seconds you want your computer to be idle before Windows displays the screen saver.
- 4 Click the Setup button and select the display options you want:

Use	To select
Object	A polygon shape. Then select the Active check box if you want to specify the colors and number of lines for the polygon. After you specify settings for one polygon, select the other polygon and specify its color and line settings.
Lines	The number of lines you want a polygon to have.
Colors To Use	The colors you want a polygon to have. The polygon will gradually change from one color to the other.
Clear Screen	A blank background for the polygons. Clear the check box if you want the polygons slowly to erase the screen, eventually turning it black.

- 5 Click OK.
- 6 Click the Test button to view the screen saver. Then move your mouse to return to the dialog box.
- 7 Click OK.



Related Concept



Keyboard Procedure

Setting Up the Starfield Simulation Screen Saver



Starfield Simulation gives the appearance of sending you through stellar space. This screen saver saves wear in the phosphors on your screen by changing the relative positions of the stars.

To set up the screen saver:

- 1 Choose the Screen Saver icon from the Control Panel window.
- 2 From the Method list box, select Starfield Simulation.
- 3 Click the Delay up or down arrow to increase or decrease the number of minutes and seconds you want your computer should to idle before Windows displays the screen saver.
- 4 Click the Setup button and select the display options you want:

Use	To specify
Speed	The range of speed at which you travel through space.
Starfield Density	The density of stars through which you travel.
Interval Between Speed Changes	How much time elapses before the speed is changed. Select the Don't Change check box if you want the speed to remain constant.

- 5 Click OK.
- 6 Click the Test button to view the screen saver. Then move your mouse to return to the dialog box.
- 7 Click OK.

-  Related Concept
-  Keyboard Procedure

Selecting Existing Desktop Patterns

You can change the appearance of your desktop by using a predesigned pattern.

To select an existing desktop pattern:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Select a pattern from the Pattern Name drop-down list box.
- 3 Click OK.

The background color for the pattern is the same as the Desktop color, and the color of the lines that make the design is the same as the Window Text screen element. You can change the colors with the

[Color setting](#).



Related Procedures



Keyboard Procedure

Procedures

[Changing Existing Desktop Patterns](#)

[Creating New Desktop Patterns](#)

Changing Existing Desktop Patterns

If you are using a mouse, you can change an existing desktop pattern.

To change an existing pattern:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Choose Edit Pattern.
- 3 Select a desktop pattern from the Name drop-down list box.

A sample of the pattern is shown in the Sample box. To the right of the box is an editing cell with an enlarged version of the pattern.

- 4 Click in the editing cell to create the pattern you want.
You cannot change a pattern with the keyboard.
- 5 Choose Change to save the changed pattern.
- 6 Click OK.

The background color for the pattern is the same as the Desktop color, and the color of the lines that make the design is the same as the Window Text screen element. You can change the colors with the [Color setting](#).



Related Procedure

Creating New Desktop Patterns

If you are using a mouse, you can create a new desktop pattern.

To create a new desktop pattern:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Select (None) from the Name drop-down list box.
- 3 Click the Edit Pattern button.
- 4 Click in the editing cell to create the pattern you want.
You cannot create a pattern with the keyboard.
- 5 Type a name in the Name box.
- 6 Click the Add button to add the new pattern to the list of available patterns.
- 7 Click OK.

The pattern you create is repeated as many times as necessary to completely fill the background.

The background color for the pattern is the same as the Desktop color, and the color of the lines that make the design is the same as the Window Text screen element. You can change the colors with the

[Color setting](#).



Related Procedure

Removing Desktop Patterns

To remove a desktop pattern:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Click the Edit Pattern button.
- 3 Select a pattern from the Name drop-down list box.
- 4 Click the Remove button.
- 5 Click Yes to confirm the deletion.
- 6 Click OK.




Related Procedure



Keyboard Procedure

Displaying Custom Wallpaper

You can alter the appearance of your desktop dramatically by displaying a bitmap as wallpaper in place of the desktop color or pattern. You can display any bitmap (any file with the .BMP extension), even an elaborate one such as a scanned color photograph. 

To choose a bitmap to display as the desktop background:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Select the bitmap from the Wallpaper File drop-down list box.
Or type in a full pathname for the bitmap.
- 3 Select Center or Tile.

The Center option positions the bitmap in the center of the desktop. The Tile option repeats the bitmap as many times as necessary to fill the desktop, placing the first copy in the upper-left corner of the desktop.

If you select both a pattern and custom wallpaper, the wallpaper overlays the pattern. If you choose the Center option for the wallpaper and the bitmap doesn't cover the entire desktop, you'll see the pattern around the edges of the bitmap. If the bitmap is too large to fit or takes up too much memory, Windows will not display it.

- 4 Click OK.

When Windows displays wallpaper, it uses more memory than when it displays a solid color or a desktop pattern.

If you want to remove a wallpaper from the list, you can use File Manager to delete or move the bitmap file from the directory containing Windows.

If Windows is running in real mode and using expanded memory, after you change the wallpaper, you must restart Windows to display your new wallpaper selection.



Keyboard Procedure


hint

You can use Paintbrush or another painting program that produces .BMP files to create a bitmap to use as wallpaper. After you create the bitmap, copy the .BMP file into the directory where Windows is located. If the file is not in the same directory, Control Panel won't be able to locate the bitmap unless you type in a full pathname.

Changing the Cursor Blink Rate

To change the cursor blink rate:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Slide the scroll box toward Fast or Slow.
Or click the Right or Left scroll arrow.
- 3 Click OK.

 Keyboard Procedure

Changing the Grid

With the sizing grid set to a number greater than 0, windows align in an orderly fashion whenever you move them with your mouse or keyboard, and icons do so when you move them with your keyboard. They "snap" to the nearest invisible grid line. The grid affects both the position and size of windows you manipulate.

To set the grid spacing:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Click the arrows in the Granularity box to increase or decrease the size of the grid.

Or type the number you want.

The allowed range is 0 through 49. The grid changes in multiples of eight pixels. A value of 1 creates a grid with magnetic spots every eight pixels, 2 places magnetic spots every 16 pixels, and so forth. A value of zero turns the grid off, which causes icons and windows to be left wherever you place them on the desktop.

- 3 Click OK.



Keyboard Procedure

Changing the Spacing Between Icons

Windows calculates the standard spacing for application, document, and program item icons based on the size of the widest icon. Usually this spacing is adequate. However, sometimes the description for an icon exceeds the icon's width, causing it to overlap adjacent icons.

To change icon spacing:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Click the arrows in the Icon Spacing box to select a value.

Or type a number in the Icon Spacing box.

The number represents the number of pixels allocated to an icon and its label. The maximum is 512. The minimum is determined by how many pixels wide the icon is on your video display.

- 3 Click OK.

The spacing change occurs when you choose Arrange Icons from Task List for application icons or from the Window menu for document and program item icons.



Keyboard Procedure

pixels

The smallest unit of measurement on the screen. Increments of 10 pixels result in noticeable increases in spacing between icons.

Changing the Border Width

You can change the width of borders around all the windows on your desktop except those (such as Control Panel) with a fixed size.

To change the border width of windows on your desktop:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Click the arrows in the Border Width box to select a value.

Or type the number you want.

The allowed range is 1 through 49, with 1 as the narrowest border.

- 3 Click OK.



Keyboard Procedure

Selecting Existing Color Schemes

To select a color scheme:


- 1 Choose the Color icon from the Control Panel window.

The name of the current color scheme is shown in the Color Schemes drop-down list box, and the sample screen shows the colors for the current scheme. (The visible portion of the list box will be empty if you made changes to the current scheme without saving them as a scheme.)

- 2 Select a color scheme from the Color Schemes drop-down list box. 

- 3 Click OK.

 Related Procedure

 Keyboard Procedure

hint

You can view any scheme by selecting it and looking at the colors shown in the sample screen. Or, as a shortcut, press the UP ARROW or the DOWN ARROW key to cycle to the next scheme without opening the list box.

Changing Existing Color Schemes

You can select colors for screen elements from the Basic and Custom Colors palettes.

To change the colors of screen elements:

- 1 Choose the Color icon from the Control Panel window.
- 2 From the Color Schemes drop-down list box, select a color scheme you want to change.
- 3 Click the Color Palette button.

Control Panel expands the Color dialog box to include a list of screen elements, a palette of basic colors available on your display, and any colors you have defined in the Custom Colors palette.

- 4 In the sample screen click the element whose color you want to change.

Or select the element from the Screen Element drop-down list box.

- 5 Select a color from the Basic or Custom Colors palette.

To create a new color and use it for a screen element, create a custom color with the [Define Custom Colors option](#) and add it to the Custom Colors palette.

- 6 Change the color of any other screen elements.

Windows will use only the solid color closest to the selected non-solid color for the following screen elements: the Window Frame, Window Text, Window Background, Menu Bar, Menu Text, and Title Bar Text.

- 7 Click Save Scheme, OK, or Cancel when you're finished making changes.

If you choose Save Scheme, you can save the changes to a previously saved scheme or you can type a new name for the scheme.

If you click OK, Windows will use the new color selections until you change them again, even if you quit and restart Windows.

If you click Cancel, Control Panel keeps the current color scheme.





Related Procedure



Keyboard Procedure

Creating Custom Colors

You can specify up to 16 additional colors and use them in your color schemes. Control Panel offers two different methods of defining custom colors:

-  You can select from the Custom Color Selector box showing the full range of possible colors.
-  You can specify numbers for either hue, saturation, and luminosity or relative amounts of red, green, and blue.

To create custom colors:

- 1 Choose the Color icon from the Control Panel window.
- 2 Click the Color Palette button.
- 3 Click the Define Custom Colors button.
- 4 Drag the Custom Color Selector cursor through the area of the Custom Color Selector box that shows the color you want. Then drag the arrow up or down in the vertical luminosity bar to adjust the luminosity of the color.

Or specify values in the Red/Green/Blue or the Hue/Sat/Lum boxes.

You can type values into the boxes or click the scroll arrows to the right of each box to increase or decrease the number.

As you change the color, the new color is displayed on the left side of the Color/Solid box. The right side of the box displays the solid color closest to your choice. Non-solid colors are produced by a pattern of colored dots that simulate the desired color. If you want to select the solid color, double-click the right side of the box.

- 5 Click a box for the color in the Custom Colors palette.

Select an empty box or one that contains a color you want to replace.

If you don't select a box, Control Panel places the color in the upper-left position in the palette.

Subsequent colors fill boxes in sequence from upper left to lower right unless you choose a specific box for the new color.

- 6 Click the Add Color button to add the new color to the Custom Colors palette.
- 7 Define any other custom colors to add to the palette.
- 8 Click the Close button to close the Custom Color Selector dialog box.

Or move the Custom Color Selector dialog box to the side to return to the Color dialog box without closing the Custom Color Selector box.

You can now select the new color from the Custom Colors palette.

-  Keyboard Procedure

Removing Color Schemes

To remove a color scheme:

- 1 Choose the Color icon from the Control Panel window.
- 2 Select the color scheme from the Color Schemes drop-down list box.
The Remove Scheme button will be unavailable when only the default color scheme remains.
- 3 Click the Remove Scheme button.
- 4 Click Yes to confirm the deletion.



Keyboard Procedure

Managing Device Contention

When Windows applications and non-Windows applications are running simultaneously in 386 enhanced mode, they sometimes request use of a device (such as a printer or modem) at the same time. You can select options that determine how Windows arbitrates device contention.


Device Contention options apply only when a non-Windows application requests access to a device. Windows automatically handles the use of devices by Windows applications.

To specify how to manage device contention:

- 1 Choose the 386 Enhanced icon from the Control Panel window.
- 2 Select the port connected to the device you want to control.
- 3 Select the Device Contention options you want and click OK.

Generally, it is a good idea to accept the standard settings. Situations that might warrant changing the settings are included in the option descriptions.

This option	Specifies
--------------------	------------------

Always Warn	That a warning message be displayed every time an application tries to use a device that is already in use. The message dialog box asks which application should be given control of the port. Generally, you should select this option.
Never Warn	That any application can use the device at any time, without a warning message. This could result in two applications trying to use the same device at the same time, with undesirable results such as a garbled printed document. Select this option when you are absolutely sure that no more than one printing or communications application will try to use the device at the same time.
Idle	The number of seconds after an application stops using a device before another application can use the same device without causing the warning message to be displayed. The range is 1 to 999 seconds. You might want to specify the idle time when the device is capable of switching back and forth between two applications. Click  for an example of when you might use this option.



Related Procedure



Keyboard Procedure

example

You might use Cardfile to dial an online service and then switch to another application to communicate with the service. In this case, you would specify a short delay, such as 2 seconds.

Setting Multitasking Options

You can specify how Windows behaves when both Windows applications and non-Windows applications are running.

To schedule Windows and non-Windows resources:

- 1 Choose the 386 Enhanced icon from the Control Panel window.
- 2 Select the Scheduling options you want and click OK.

This option	Specifies
Windows in Foreground	<p>The amount of processing time given to Windows applications running in the foreground (the <u>active</u> application) relative to non-Windows applications running in the background.</p> <p>The range is from 1 through 10,000. The higher the number you specify, the more priority the applications will be given.</p>
Windows in Background	<p>The amount of processing time given to Windows applications running in the background when a non-Windows application is running in the foreground.</p> <p>The range is from 1 through 10,000. The higher the number you specify, the more priority the applications will be given.</p>
Exclusive in Foreground	<p>That Windows always gets 100 percent of the computer's processing time whenever a Windows application is the active application.</p> <p>For example, if a Windows application is in the foreground, all Windows applications run and no non-Windows applications run.</p>
Minimum Timeslice	<p>The number of milliseconds an application runs before Windows gives processor control to another application.</p> <p>All Windows applications combined share one timeslice, whereas each non-Windows application gets its own timeslice.</p> <p>The range is from 1 through 1000 (milliseconds). The smaller the timeslice, the more frequently Windows switches among applications. Frequent switching makes running more than one application at a time seem smoother. However, overall system performance declines. Specifying a larger timeslice increases performance, but makes the switching operation more noticeable.</p>



Related Procedure



Keyboard Procedure

Configuring Communications Ports

Control Panel provides options for specifying the communications settings for each serial port. The communications settings specify how information is transferred from your computer to the device (usually a printer or modem).

To change serial port settings:

- 1 Choose the Ports icon from the Control Panel window.
- 2 Double-click the icon for the desired COM port.
Or hold down SHIFT while you select more than one port. Then click the Settings button.
- 3 Set the appropriate options to match the device connected to the port and click OK.
Refer to the manual for the device to find the correct settings.

This option	Specifies
Baud Rate	How fast information is transferred through the port.
Data Bits	The number of data bits in each packet of information. Most characters are transmitted in 7 or 8 data bits.
Parity	The <u>error-checking</u> method used.
Stop Bits	The time between transmitted characters. Stop bits are not actually bits; they are the timing unit between bits.
Flow Control	The method to use if the buffer becomes too full during data transmission. Xon/Xoff is the standard for software handshaking. Hardware is for the hardware method.



Keyboard Procedure

Adjusting Keyboard Speed

To specify how quickly a key repeats when held down:

- 1 Choose the Keyboard icon from the Control Panel window.
- 2 Drag the scroll box toward Fast or Slow, or click the Right or Left scroll arrow.
- 3 Click in the Test Typematic box and hold down any key to test the key-repeat rate at the new setting.
- 4 Click OK.

Note that some keyboards will not let you vary the key-repeat rate.


















Keyboard Procedure

Control Panel Keyboard Procedures


















Click a folder or topic title.

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-  Fonts
-  Desktop
-  Network
-  Color
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Control Panel Keyboard Procedures



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Control Panel Keyboard Procedures



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Control Panel Keyboard Procedures



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Control Panel Keyboard Procedures



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Control Panel Keyboard Procedures



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Control Panel Keyboard Procedures




Click a button or topic title.


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 386 Enhanced

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Control Panel Keyboard Procedures



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Control Panel Keyboard Procedures




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 386 Enhanced

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Control Panel Keyboard Procedures


















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Control Panel Keyboard Procedures



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 - [Setting Multitasking Options](#)
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Keyboard: Changing the Date

To change the date:

- 1 Choose the Date/Time icon from the Control Panel window.
- 2 Press TAB to select a part of the date.
- 3 Type the new value for the selected part.
- 4 Press ENTER.

 Related Procedure

 Mouse Procedure

Keyboard: Changing the Time

To change the time:

- 1 Choose the Date/Time icon from the Control Panel window.
- 2 Press ALT+T.
- 3 Press TAB to select a part of the time.
- 4 Type the new value for the selected part.
- 5 Press ENTER.



Related Procedure



Mouse Procedure

Keyboard: Installing New Sound Files

To copy a sound file:

- 1 Start File Manager.
- 2 Insert the Multimedia Windows disc in the CD-ROM drive.
- 3 Press F8.
- 4 Press ALT+F.
- 5 Type the complete pathname of the sound file(s) you want to install from the CD-ROM disc.
All the sound files have a .WAV extension.
- 6 Press TAB and type the complete pathname of your Multimedia Windows directory.
- 7 Press ENTER.
- 8 In Control Panel, you can now [assign one of the new files to a sound name](#).



Related Procedures



Mouse Procedure

Procedures

[Assigning System Sounds](#)

[Starting Applications](#)

Keyboard: Assigning System Sounds

To assign a new sound file to a sound name:

- 1 Choose the Sound icon from the Control Panel window.
- 2 Use the UP or DOWN ARROW key to select a name from the Sound Name list box.
- 3 Press TAB.
- 4 Use the UP ARROW or DOWN ARROW key to select a .WAV file from the list of files.
- 5 Press ALT+T if you want to hear the sound.
- 6 Press TAB until you select OK and then press ENTER.



Related Procedure



Mouse Procedure

Keyboard: Turning Sounds On or Off

To turn sounds on or off:

- 1 Choose the Sound icon from the Control Panel window.
- 2 Press ALT+B to select or clear the Warning Beep check box.
- 3 Press ENTER.



Mouse Procedure

Keyboard: Installing Multimedia Drivers

To install a driver that comes with Multimedia Windows:

- 1 Choose the Drivers icon from the Control Panel window.
- 2 Press ALT+A.
- 3 Use the UP or DOWN ARROW key to select the driver and press ENTER.
- 4 Press ENTER to close the dialog box.

To install a new driver from a floppy disk:

- 1 Choose the Drivers icon from the Control Panel window.
- 2 Press ALT+A.

Or, if the driver is on a diskette supplied by the device manufacturer, press ALT+U and complete the following steps.

- 4 Insert the diskette or disc that contains the driver you want to install.
- 5 Press ENTER if the driver is in the root directory of the A: drive.

If the driver is in another drive or directory, type the complete pathname and press ENTER.

- 6 Select the driver you want and press ENTER.
- 7 Press ENTER to close the dialog box.

Control Panel assigns a name to the driver and lists its description in the dialog box. The name is one of the standard device names, such as wave or midi. If there is already a driver of that type installed, a number is added to the end of the name. For example, if you add a second MIDI device driver to your system, its name will be midi1.



Related Topics



Mouse Procedure

Concept

[Multimedia Drivers](#)

Procedures

[Configuring Existing Drivers](#)

[Removing Installed Drivers](#)

hint

The current directory is shown below the driver name. Choosing the two periods [...] at the top of the Directories box shows the directories located one level closer to a disk's root directory.

hint

Instead of using the Files and Directories list boxes to save a file, you can type the complete pathname in the Filename box and press ENTER.

Keyboard: Removing Installed Drivers

To remove an existing multimedia driver:

- 1 Choose the Drivers icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the driver you want to remove from the list of installed drivers.
- 3 Press ALT+R.
- 4 Press ENTER to confirm the removal.



Related Topics



Mouse Procedure

Concept

[Multimedia Drivers](#)

Procedure

[Installing Multimedia Drivers](#)

Keyboard: Configuring Existing Drivers

To set up an installed multimedia driver:

- 1 Choose the Drivers icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the driver you want to configure from the list of installed drivers.
- 3 Press ALT+S.
- 4 Set the configuration options as described in your hardware documentation.
- 5 Press ENTER.
- 6 Press ALT+R if you want the new settings to take effect immediately.



Related Topics



Mouse Procedure

Concept

[Multimedia Drivers](#)

Procedures

[Installing Multimedia Drivers](#)

[Removing Installed Drivers](#)

Keyboard: Adding Fonts

To add a font:

1 Choose the Fonts icon from the Control Panel window.

2 Press ALT+A.

3 Type the font filename or select a font file.

Or press ALT+D, use the UP ARROW or DOWN ARROW key to select a directory, and press ENTER. Then press ALT+F, use the UP ARROW or DOWN ARROW key to move the selection cursor, and press the SPACEBAR to select each font you want to add.

4 Press ENTER.



Related Procedure



Mouse Procedure

Keyboard: Removing Fonts

To remove an installed font:

- 1 Choose the Fonts icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the font you want to remove.
- 3 Press ALT+R.
- 4 Press ENTER to confirm the deletion.



Related Procedure



Mouse Procedure

Keyboard: Setting Network Options

To set network options:

- 1 Choose the Network icon from the Control Panel window.
- 2 Change the options as desired.



Mouse Procedure

Keyboard: Changing Display Modes

To change the video display mode:

- 1 Choose the Display icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the display mode you want from the list of available modes.
- 3 Press ENTER.
- 4 Press ALT+R to restart Windows using the display mode you've chosen.

Or press ALT+D if you don't want to restart Windows using the display mode you've chosen.



Related Concept



Mouse Procedure

Keyboard: Adjusting Keyboard Speed

To specify how quickly a key repeats when held down:

- 1 Choose the Keyboard icon from the Control Panel window.
- 2 Press the RIGHT ARROW or LEFT ARROW key.
- 3 Press ALT+T.
- 4 Hold any key to test the key-repeat rate at the new setting.
- 5 Press ENTER.



Mouse Procedure

Keyboard: Calibrating the Joystick

To configure your joystick:

- 1 Choose the Drivers icon from the Control Panel window.
- 2 From the Installed Drivers dialog box, use the UP or DOWN ARROW key select the joystick driver you're using.
- 3 Press ALT+S to configure the joystick driver.
- 4 From the Game Adapter Setup dialog box, specify either 2-Dimensional joystick(s) or 3-Dimensional joystick(s).
- 5 Press ENTER to return to the Installed Drivers dialog box.
- 6 Press ENTER again.

To calibrate your joystick:

- 1 Choose the Joystick icon from the Control Panel window.
- 2 If you have more than one joystick, use the UP ARROW or DOWN ARROW key to select the one you want to calibrate.
- 3 Press ALT+T to determine whether the joystick needs calibration.
- 4 Try to move the joystick cursor into each corner of the rectangle.
If it won't move into each corner, you need to calibrate it.
- 5 Press ENTER to return to the main dialog.
- 6 Press ALT+C if you want to calibrate the joystick.
- 7 Follow the instructions at the top of the Calibration dialog box. Move the joystick to the top-left corner of its motion range, and press the joystick button. Repeat as instructed for each of the other three corners.
- 8 Press ENTER.
The main Joystick Calibration dialog box appears.
- 9 Press ENTER to accept the calibration and return to Control Panel.



Related Concept



Mouse Procedure

Keyboard: Installing New Printers

To install and use a new printer with Windows applications:

- 1 [Add the printer-driver file](#) for the printer to your hard disk.
- 2 [Select the port](#) to which you want to assign the printer.
- 3 [Select a printer](#) to use with the printer driver.
- 4 [Select the printer settings](#) you want.
- 5 [Make the printer active](#) on a port.
- 6 [Make the printer the default printer](#) for Windows.



Related Procedure



Mouse Procedure

Keyboard: Adding Printer Drivers

To add a printer driver:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Press ALT+A to choose Add Printer (if Control Panel doesn't choose it for you).
- 3 Use the UP ARROW or DOWN ARROW key to select the printer you want to install from the List of Printers box.
- 4 Press ENTER.
- 5 Press N (New) or C (Current) if Control Panel prompts you to do so.
- 6 If you chose New or if Control Panel prompts you to do so, insert the disk with the printer driver in drive A, or type its drive letter and directory path in the text box. Then press ENTER.
- 7 Insert the disk that contains font files if Control Panel prompts you for the files. Then press ENTER.



Related Procedure



Mouse Procedure

Keyboard: Selecting a Printer Port

To select a printer port for a printer:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the printer from the Installed Printers box.
- 3 Press ALT+C.
- 4 Use the UP ARROW or DOWN ARROW key to select a port.



Related Procedure



Mouse Procedure

Keyboard: Selecting a Printer Model

To select a printer:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the printer driver from the Installed Printers box.
- 3 Press ALT+C.
- 4 Press ALT+S.
- 5 Select the name of the printer you want to use.



Related Procedure



Mouse Procedure

Keyboard: Selecting Printer Settings

To select printer settings:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the printer driver from the Installed Printers box.
- 3 Press ALT+C.
- 4 Press ALT+S.
- 5 Select the options you want.



Related Procedure



Mouse Procedure

Keyboard: Choosing the Active Printer for a Port

To make a printer active or inactive for a port:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the printer driver from the Installed Printers box.
- 3 Press ALT+S.
- 4 Press the UP ARROW or DOWN ARROW key to select Active or Inactive.



Related Procedure



Mouse Procedure

Keyboard: Choosing the Default Printer

To choose the default printer:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select an active printer from the Installed Printers box.
- 3 Press ALT+D.
- 4 Press ENTER.



Mouse Procedure

Keyboard: Turning Print Manager On or Off

To turn Print Manager on or off:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Press ALT+U.
- 3 Press the SPACEBAR to turn Use Print Manager on or off.
- 4 Press ENTER.



Mouse Procedure

Keyboard: Choosing Timeout Options

To choose Timeout options:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the printer driver from the Installed Printers box.
- 3 Press ALT+C.
- 4 Press ALT+D and type the number of seconds you want in Device Not Selected.
- 5 Press TAB and type the number of seconds you want in Transmission Retry.
- 6 Press ENTER.



Mouse Procedure

Keyboard: Connecting to Network Printers

To connect to a network printer:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Press ALT+N.
- 3 Press ALT+P to move to Port.
- 4 Use the UP ARROW or DOWN ARROW key to select a port for the printer.
- 5 Press ALT+A to move to Path and type the network path.
Or press ALT+B to look for printers on the network, use the UP ARROW or DOWN ARROW key to select a printer from the Resources box, and press ENTER.
- 6 Press ALT+W and type a password if needed.
- 7 Press ALT+C to connect to the network printer.



Related Procedure



Mouse Procedure

Keyboard: Disconnecting from a Network Printer

To disconnect from a network printer:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Press ALT+N.
- 3 In the Network Printer Connections box, use the UP ARROW or DOWN ARROW key to select the printer.
- 4 Press ALT+D.



Mouse Procedure

Keyboard: Removing Printers

To remove an installed printer:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the printer driver from the Installed Printers box.
- 3 Press ALT+C.
- 4 Press ALT+R.
- 5 Press ENTER to confirm the removal.
- 6 Press ENTER.



Mouse Procedure

Keyboard: Selecting a Country

To select a country:

- 1 Choose the International icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select a country from the Country box.
- 3 Press ENTER.



Mouse Procedure

Keyboard: Selecting a Language

To select a language:

- 1 Choose the International icon from the Control Panel window.
- 2 Press ALT+L.
- 3 Use the UP ARROW or DOWN ARROW key to select a language from the Language box.
- 4 Press ENTER.



Mouse Procedure

Keyboard: Specifying the Keyboard Layout

To specify the keyboard layout:

- 1 Choose the International icon from the Control Panel window.
- 2 Press ALT+K.
- 3 Use the UP ARROW or DOWN ARROW key to select the keyboard layout from the Keyboard Layout box.
- 4 Press ENTER.



Mouse Procedure

Keyboard: Selecting a System of Measurement

To select a system of measurement:

- 1 Choose the International icon from the Control Panel window.
- 2 Press ALT+M.
- 3 Use the UP ARROW or DOWN ARROW key to select the metric or English system of measurement.
- 4 Press ENTER.



Mouse Procedure

Keyboard: Changing the List Separator

To change the list separator:

- 1 Choose the International icon from the Control Panel window.
- 2 Press ALT+S.
- 3 Type the symbol in the List Separator box.
- 4 Press ENTER.



Mouse Procedure

Keyboard: Changing the Date Format

To change the date format:

- 1 Choose the International icon from the Control Panel window.
- 2 Press ALT+D.
- 3 Select the [Short Date Format options](#) you want.
- 4 Select the [Long Date Format options](#) you want.
- 5 Press ENTER.



Mouse Procedure

Keyboard: Changing the Short Date Format

To change the short date format:

- 1 Choose the International icon from the Control Panel window.
- 2 Press ALT+D.
- 3 Use the LEFT ARROW or RIGHT ARROW key to select an Order option.
- 4 Press TAB until you reach another option you want to change.
- 5 Type a separator in the Separator box.
- 6 Press the SPACEBAR to change any one of the Leading Zero and Century options.
- 7 Press ENTER.



Related Procedure



Mouse Procedure

Keyboard: Changing the Long Date Format

To change the long date format:

- 1 Choose the International icon from the Control Panel window.
- 2 Press ALT+D.
- 3 Press ALT+R.
- 4 Use the LEFT ARROW or RIGHT ARROW key to select an Order option.
- 5 Press TAB until you reach another option you want to change.
- 6 Use the UP ARROW or DOWN ARROW key to select an option in a drop-down list box.
- 7 Type a separator in each text box as appropriate.
- 8 Press ENTER.



Related Procedure



Mouse Procedure

Keyboard: Specifying the Currency Format

To specify the currency format:

- 1 Choose the International icon from the Control Panel window.
- 2 Press ALT+U.
- 3 Press TAB until you reach an option you want to change.
- 4 Use the UP ARROW or DOWN ARROW key to select a Symbol Placement and Negative option.
- 5 Type the appropriate number or symbol in the Symbol and Decimal Digits boxes.
- 6 Press ENTER.



Mouse Procedure

Keyboard: Changing the Time Format

To change the time format:

- 1 Choose the International icon from the Control Panel window.
- 2 Press ALT+T.
- 3 Use the UP ARROW or DOWN ARROW key to select 12-hour or 24-hour.
- 4 Press TAB to move to each text box for 12-hour or 24-hour.
- 5 Type a suffix in each text box as appropriate.
- 6 Press TAB and type a separator as appropriate.
- 7 Press TAB and use the LEFT ARROW or RIGHT ARROW key to select a Leading Zero option.
- 8 Press ENTER.



Mouse Procedure

Keyboard: Specifying the Number Format

To specify the number format:

- 1 Choose the International icon from the Control Panel window.
- 2 Press ALT+N.
- 3 Press TAB to move to each option.
- 4 Type a new value as appropriate if the option has a text box.
- 5 Use the LEFT ARROW or RIGHT ARROW key to select a Leading Zero option.
- 6 Press ENTER.



Mouse Procedure



Keyboard: Setting Up the Lissajous Screen Saver

To set up the screen saver:

- 1 Choose the Screen Saver icon from the Control Panel window.
- 2 Press ALT+M.
- 3 Use the UP ARROW or DOWN ARROW key to select Lissajous.
- 4 Press ALT+D and type the number of minutes (between 1 and 60) and seconds you want your computer to be idle before Windows displays the screen saver.
Or press ALT+D and then TAB. Then use the UP ARROW or DOWN ARROW key to set the number of minutes and seconds.
- 5 Press ALT+S and then select the display options you want:

Use	To specify
Trailing Lines	How many lines the figure has.
New figure every	The amount of time before a new figure appears.

- 6 Press ENTER.
- 7 Press ALT+T if you want to view the screen saver you selected. Then press any key to return to the dialog box.
- 8 Press TAB until you select OK.
- 9 Press ENTER.

-  Related Concept
-  Mouse Procedure

Keyboard: Setting Up the Marquee Screen Saver

To set up the screen saver:

- 1 Choose the Screen Saver icon from the Control Panel window.
- 2 Press ALT+M.
- 3 Use the UP ARROW or DOWN ARROW key to select Marquee.
- 4 Press ALT+D and type the number of minutes (between 1 and 60) and seconds you want your computer to be idle before Windows displays the screen saver.
Or press ALT+D and then TAB. Then use the UP ARROW or DOWN ARROW key to set the number of minutes and seconds.
- 5 Press ALT+S and then select the display options you want:

Use	To
Text Type and Size	Select the font and font size of your message.
Position	Specify whether you want the message to move across the center of the screen or to move across at various positions on the screen.
Color	Select the color of the message text and background.
Speed	Specify the speed at which the message travels across the screen.
Text	Type the message you want. The message can be up to 253 characters.

- 6 Press ENTER.
- 7 Press ALT+T if you want to view the screen saver you selected. Then press any key to return to the dialog box.
- 8 Press TAB until you select OK.
- 9 Press ENTER.



Related Concept



Mouse Procedure

Keyboard: Setting Up the Melt/Slime Screen Saver

To set up the screen saver:

- 1 Choose the Screen Saver icon from the Control Panel window.
- 2 Press ALT+M.
- 3 Use the UP ARROW or DOWN ARROW key to select Melt/Slime.
- 4 Press ALT+D and type the number of minutes (between 1 and 60) and seconds you want your computer to be idle before Windows displays the screen saver.
Or press ALT+D and then TAB. Then use the UP ARROW or DOWN ARROW key to set the number of minutes and seconds.
- 5 Press ALT+S and then select the display options you want:

Use	To specify
Mode	Whether you want the screen to melt or be slimed.
Chunk Size	The height and width of the melt or slime pieces.

- 6 Press ENTER.
- 7 Press ALT+T if you want to view the screen saver you selected. Then press any key to return to the dialog box.
- 8 Press TAB until you select OK.
- 9 Press ENTER.



Related Concept



Mouse Procedure



Keyboard: Setting Up the Mystify Screen Saver

To set up the screen saver:

- 1 Choose the Screen Saver icon from the Control Panel window.
- 2 Press ALT+M.
- 3 Use the UP ARROW or DOWN ARROW key to select Mystify.
- 4 Press ALT+D and type the number of minutes (between 1 and 60) and seconds you want your computer to be idle before Windows displays the screen saver.
Or press ALT+D and then TAB. Then use the UP ARROW or DOWN ARROW key to set the number of minutes and seconds.
- 5 Press ALT+S and then select the display options you want:

Use	To select
Object	A polygon shape. Then choose the Active check box if you want to specify the colors and number of lines for the polygon. After you specify settings for one polygon, select the other polygon and specify its color and line settings.
Lines	The number of lines you want a polygon to have.
Colors To Use	The colors you want a polygon to have. The polygon will gradually change from one color to the other.
Clear Screen	The check box if you want a blank background. Clear the check box if you want the polygons slowly to erase the screen, eventually turning it black.

- 6 Press ENTER.
- 7 Press ALT+T if you want to view the screen saver you selected. Then press any key to return to the dialog box.
- 8 Press TAB until you select OK.
- 9 Press ENTER.

-  Related Concept
-  Mouse Procedure

Keyboard: Setting Up the Starfield Simulation Screen Saver

To set up the screen saver:

- 1 Choose the Screen Saver icon from the Control Panel window.
- 2 Press ALT+M.
- 3 Use the UP ARROW or DOWN ARROW key to select Starfield Simulation.
- 4 Press ALT+D and type the number of minutes (between 1 and 60) and seconds you want your computer to be idle before Windows displays the screen saver.
Or press ALT+D and then TAB. Then use the UP ARROW or DOWN ARROW key to set the number of minutes and seconds.
- 5 Press ALT+S and then select the display options you want:

Use	To specify
Speed	The range of speed at which you travel through space.
Starfield Density	The density of stars through which you travel.
Interval Between Speed Changes	How often the speed changes. Select the Don't Change check box if you want the speed to remain constant.

- 6 Press ENTER.
- 7 Press ALT+T if you want to view the screen saver you selected. Then press any key to return to the dialog box.
- 8 Press TAB until you select OK.
- 9 Press ENTER.



Related Concept



Mouse Procedure

Keyboard: Selecting Existing Desktop Patterns

To select an existing desktop pattern:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select a pattern from the Pattern Name box.
- 3 Press ENTER.



Mouse Procedure

Keyboard: Removing Desktop Patterns

To remove a desktop pattern:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Press ALT+P.
- 3 Use the UP ARROW or DOWN ARROW key to select a pattern from the Name box.
- 4 Press ALT+R.
- 5 Press ENTER to confirm the deletion.
- 6 Press ENTER.



Related Procedure



Mouse Procedure

Keyboard: Displaying Custom Wallpaper

To choose a bitmap to display as the desktop background:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Press ALT+F to move to the Wallpaper File box.
- 3 Use the UP ARROW or DOWN ARROW key to select the bitmap from the Wallpaper File box.
Or type in a full pathname for the bitmap.
- 4 Press ALT+C to select Center.
Or press ALT+T to select Tile.
- 5 Press ENTER.



Mouse Procedure

Keyboard: Changing the Cursor Blink Rate

To change the cursor blink rate:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Press ALT+R to move to Cursor Blink Rate.
- 3 Press the LEFT ARROW or RIGHT ARROW key.
- 4 Press ENTER.



Mouse Procedure

Keyboard: Changing the Grid

To set the grid spacing:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Press ALT+G to move to Granularity.
- 3 Type the number you want.
- 4 Press ENTER.



Mouse Procedure

Keyboard: Changing the Spacing Between Icons

To change icon spacing:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Press ALT+I to move to Icon Spacing.
- 3 Type a number in the Icon Spacing box.
- 4 Press ENTER.



Mouse Procedure

Keyboard: Changing the Border Width

To change the border width of windows on your desktop:

- 1 Choose the Desktop icon from the Control Panel window.
- 2 Press ALT+B.
- 3 Type the number you want.
- 4 Press ENTER.



Mouse Procedure

Keyboard: Selecting Existing Color Schemes

To select a color scheme:

- 1 Choose the Color icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the color scheme from the Color Schemes box.
- 3 Press ENTER.



Related Procedure



Mouse Procedure

Keyboard: Changing Existing Color Schemes

To change the colors of screen elements:

- 1 Choose the Color icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the color scheme from the Color Schemes box.
- 3 Press ALT+P.
- 4 Use the UP ARROW or DOWN ARROW key to select the element whose color you want to change.
- 5 Press ALT+B to move to the Basic Colors area.
Or press ALT+C to move to the Custom Colors area.
- 6 Use the ARROW keys to move the selection cursor to the color you want.
- 7 Press the SPACEBAR to select the color.
- 8 Change the color of any other screen elements.
- 9 Press ALT+A (Save Scheme).

Or press ENTER or ESC.



Related Procedure



Mouse Procedure

Keyboard: Creating Custom Colors

To create custom colors:

- 1 Choose the Color icon from the Control Panel window.
 - 2 Press ALT+P.
 - 3 Press ALT+C.
 - 4 Use the ARROW keys to move the selection cursor to a box you want to select. Then press the SPACEBAR to select the box.
 - 5 Press ALT+D.
 - 6 Press TAB until you reach the Red/Green/Blue or the Hue/Sat/Lum box whose value you want to change. Then type a number in the Red/Green/Blue or the Hue/Sat/Lum box.
 - 7 Repeat step 6 to change other values.
 - 8 Press ALT+O to use the solid color closest to your choice.
 - 9 Press ALT+A to add the new color to the Custom Colors palette.
 - 10 Press ENTER to close the Custom Color Selector box.
- Or repeat steps 6 through 9 to create another custom color and add it to the next box in the palette.



Mouse Procedure

Keyboard: Removing Color Schemes

To remove a color scheme:

- 1 Choose the Color icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the color scheme from the Color Schemes box.
- 3 Press ALT+M.
- 4 Press ENTER to confirm the deletion.



Mouse Procedure

Keyboard: Managing Device Contention

To specify how to manage device contention:

- 1 Choose the 386 Enhanced icon from the Control Panel window.
- 2 Use the UP ARROW or DOWN ARROW key to select the port connected to the device you want to control.
- 3 Press TAB.
- 4 Use the UP ARROW or DOWN ARROW key to select a Device Contention option.
- 5 Press TAB if you chose Idle and type the number of seconds you want.
- 6 Press ENTER.



Related Procedure



Mouse Procedure

Keyboard: Setting Multitasking Options

To schedule Windows and non-Windows resources:

- 1 Choose the 386 Enhanced icon from the Control Panel window.
- 2 Press ALT+F and type a new value in the Windows in Foreground box.
- 3 Press TAB and type a new value in the Windows in Background box.
- 4 Press TAB and press the SPACEBAR to change the Exclusive in Foreground option.
- 5 Press TAB and type a new value in the Minimum Timeslice box.
- 6 Press ENTER.



Related Procedure



Mouse Procedure

Keyboard: Configuring Communications Ports

To change serial port settings:

- 1 Choose the Ports icon from the Control Panel window.
- 2 Use the ARROW keys to select a COM port.
- 3 Press ALT+S.
- 4 Set the appropriate options to match the device connected to the port and press ENTER.



Mouse Procedure

Control Panel Keys



<u>To</u>	<u>Press</u>
Make the selected <u>active printer</u> the <u>default printer</u> in the <u>Printers dialog box</u> .	ALT+D
Move the selected <u>scroll box</u> in the Desktop, Mouse, and Keyboard dialog boxes.	RIGHT or LEFT ARROW
Select a color highlighted by the <u>selection cursor</u> in the Basic or Custom Colors palette.	SPACEBAR
Move among Control Panel icons to select an icon.	arrow keys
Move the selection cursor among colors in Basic and Custom Colors palette.	
Choose a selected icon in the Control Panel window.	ENTER

Control Panel

Lets you customize the way your system is configured. You can change both hardware and software settings.

application Control-menu



R estore
M ove
S ize
M inimize
M aximize
C lose
S witch To...

- Restores the application window to its former size.
- Moves the application window to another location.
- Changes the size of the application window.
- Shrinks the application window to an icon.
- Enlarges the application window to its maximum size.
- Closes the application window.
- Starts Windows Task List.

title bar



Contains the title of the application running in the window, in this case Control Panel.



Drag the title bar to move the window.

Minimize button



Click the Minimize button to shrink the Control Panel window to an icon.

Maximize button



Click the Maximize button to enlarge the Control Panel window to its maximum size.

Settings menu

Settings

Color...

Changes colors for screen elements.

Desktop...

Changes various desktop options.

Date/Time...

Changes date and time of the computer system's clock.

Display

Changes the video display mode.

Drivers...

Installs or configures drivers, such as printer drivers.

Fonts...

Adds and removes fonts.

International...

Specifies international settings for applications.

Joystick...

Calibrates joystick positions to match display boundaries.

Keyboard...

Changes the speed at which a key repeats.

MIDI Mapper...

Changes MIDI mappings.

Mouse...

Changes mouse speed and function settings.

Network...

Changes options for your network connection.

Ports...

Specifies communications settings for serial (COM) ports.

Printers...

Installs or removes printers, and changes printer options.

Screen Saver...

Selects a screen saver image or pattern.

Sound...

Controls sound function and options.

386 Enhanced...

Manages device contention and resource allocation.

Exit

Exits Control Panel.

Help menu

Help

Index

Displays an alphabetical list of all Help topics.

Keyboard

Displays Help on Control Panel key combinations.

Commands

Displays Help on Control Panel commands.

Procedures

Displays Help on Control Panel procedures.

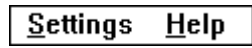
Using Help

Displays information about Windows Help.

About Control Panel...

Displays important information about Control Panel.

menu bar



Contains the names of all the Control Panel menus.



Click a menu name to display commands.

Color icon



Changes the colors of Windows desktop elements.



Double-click the Color icon.

Printers icon



Installs a new printer or changes the options for a printer you've already set up.

NOTE: The online file, PRINTERS.TXT, provides additional information about many of the printers you can use with Windows. You can use Notepad to read this file.

 Double-click the Printers icon.

Fonts icon



Fonts

Adds and removes fonts.




Double-click the Fonts icon.

International icon



Sets international options. If you are using Windows in English within the United States, you do not need to change international settings.

 Double-click the International icon.

Ports icon



Specifies the following communications settings for each serial (COM) port your system uses: baud rate, data bits and stop bits, parity, and flow control. These settings tell Windows how your computer transfers information to an external communications device.



Double-click the Ports icon.

Keyboard icon

Keyboard

Specifies how fast a key repeats when you hold it down.



Double-click the Keyboard icon.

Mouse icon



Adjusts the way your mouse works with Windows. You can change these settings for your mouse: the rate at which the pointer travels across the screen, the speed at which Windows registers a double-click, and the functions of the left and right buttons.




Double-click the Mouse icon.

Date/Time icon




Changes the date and time of the computer's clock.

 Double-click the Date/Time icon.

Desktop icon Desktop

Changes the pattern of your desktop and sets other desktop options.

 Double-click the Desktop icon.


Network icon  Network

Changes options for your specific network connection.

 Double-click the Network icon.


386 Enhanced icon  386 Enhanced

Manages device contention and allocates resources for running Windows applications and non-Windows applications.

 Double-click the 386 Enhanced icon.

Display icon 

Changes the video display modes for some multimedia applications. For example, if you have a 16-color VGA monitor, some applications might look more attractive if you change the display mode.

 Double-click the Display icon.

Drivers icon



Installs new drivers or configures existing drivers.



Double-click the Drivers icon.

Joystick icon

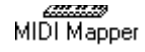


Sets joystick positions to match the display boundaries.



Double-click the Joystick icon.

MIDI Mapper icon



Sets up the mapping assignments for an external MIDI device such as a synthesizer.



Double-click the MIDI icon.

Sound icon




Specifies sounds used by Windows and applications, and turns the warning beep on and off.




Double-click the Sound icon.

Screen Saver icon

 Screen Saver

Sets up a screen saver to display when Windows is idle.

 Double-click the Screen Saver icon.

application window

The main window for an application, in this case the Control Panel window. The Control Panel application window contains all the settings icons for changing your Windows configuration.

status bar

Customize desktop colors

Describes the use of the selected icon.

window border



The outside edge of a window.



Drag the window border to change the size of the window.

application icon

Program Manager


Represents a running application. An application icon appears after you minimize an application.



Double-click an application icon to restore it to a window.

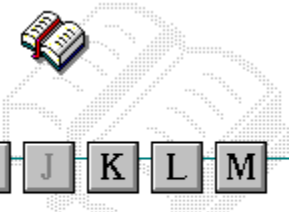
desktop

The screen background for Windows. You can change the way your Windows desktop looks and responds by setting the Desktop and Color options.

 Double-click anywhere on the desktop to start Task List.

Windows Glossary

Click a button or term.



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- [B](#)
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- [E](#)
- [F](#)
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- [Z](#)

Windows Glossary

Click a button or term.



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A

[386 enhanced mode](#)

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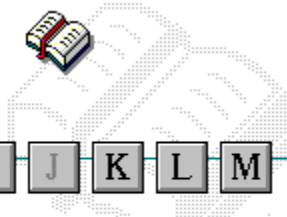
[arrow keys](#)

[associate](#)

[AUTOEXEC.BAT](#)

Windows Glossary

Click a button or term.



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Windows Glossary

Click a button or term.



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C

[cascading menu](#)

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[cutout](#)



data bits
default button
default printer
desktop
desktop pattern
destination directory
device contention
device driver
dialog box
directory path
Directory Tree

Directory Tree window
directory window
disk-drive icon
display box
document
document file
document window
DOS
drag
drop-down list box



E

error-checking

expand

expanded memory

extended memory

extended synthesizer

extension



F

file

file information line

flow control

font

font size

format

full-screen application



G

General MIDI Mode standard

group

group icon

group window



H

History button

hotspot

hue

HyperGuide button bar



icon

insertion point

International MIDI Association



No defined terms.



K

keymaps

keyword

kilobyte



list box

local printer

local queue

luminosity



M

maximize

Maximize button

Media Control Interface

memory

menu

menu bar

menu command

menu name

menu title

MIDI

MIDI file

MIDI Mapper

MIDI sequencer

MIDI Manufacturer's Association (MMA)

minimize

Minimize button

movie file

MSCDEX

multimedia extensions

Multimedia PC

multitasking



network printer

network queue

network server

non-Windows application



open

option button



parity

palette

patch

patchmaps

pathname

picture elements

pixels

playlist

pointer

port

print option

printer-driver file

printer font

printer queue information line

program file

program information file (PIF)

program item

program item icon



No defined terms.



R

RGB components

read-only

real mode

Restore button

root directory



S

sample

saturation

scaled font size

screen font

screen saver

scroll arrow

scroll bar

scroll box

Search button

select

selection cursor

serial port

shortcut key

shrink

simple device

solid color

source directory

spin box

standard mode

status bar

stop bits

synthesizer



Task List

text box

text file

title

title bar

topic

track



Up button



vector font

virtual memory

volume label



waveform

WAVE format

wildcard characters

window

window border

Windows application

wrap



No defined terms.



No defined terms.



No defined terms.

386 enhanced mode

Provides access to the virtual memory capabilities of the Intel 80386 processor. With virtual memory capabilities, Windows applications can use more memory than is physically available. Enhanced mode also allows for multitasking of non-Windows applications.

active

Describes the selected window or icon that you are currently working with. Windows always applies the next keystroke or command you choose to the active window. If a window is active, it appears in front of all other windows on the desktop, and its title bar changes color to differentiate it visually from other windows. If an icon is made active, its Control menu appears.

Inactive is the opposite of active and describes windows or icons on the desktop that are not selected.

active printer

An installed printer that has been assigned to a printer port using Setup or Control Panel. More than one printer can be set up to work on a single port, but only one can be active, since only one printer can be physically connected to the port at a time.

An inactive printer is an installed printer that is not currently connected to the printer port.

animation

The display of a series of graphic images, simulating motion. You can play animation files (for example, files with the.MMM extension) with the Media Player accessory. Animations are also called movies.

application

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

application icon



Alarm Clock

An icon that represents an application that is running.

application window

The main window for an application. It contains the application's menu bar and main workspace. An application window may contain multiple document windows.

arrow keys

The four arrow keys on your computer keyboard. These keys move the cursor or pointer on your screen to locations you choose. Each arrow key moves the cursor or pointer in the direction of the arrow on the key. Each arrow key is named for the direction in which arrow points: UP ARROW, DOWN ARROW, LEFT ARROW, and RIGHT ARROW.

associate

To assign files that have the same extension to a program. When you choose a file with the specified extension, the associated application runs with the file loaded.

AUTOEXEC.BAT

Batch file that lists MS-DOS commands. MS-DOS automatically carries out the commands in your AUTOEXEC.BAT file when you turn on your computer. The file is located in the root directory of your first hard disk, which is usually drive C.

Typically, an AUTOEXEC.BAT file starts memory-resident utilities such as a network and sets up environment variables that are used later by applications. In addition, your AUTOEXEC.BAT file might set your MS-DOS prompt or start pop-up programs such as Borland's SideKick.

<< button



Displays the previous topic in a series of topics, until you reach the first topic in the series. Then the button is dimmed. Use this button when you want to backtrack through topics the way they are organized in HyperGuide.

>> button



Displays the next topic in a series of topics, until you reach the last topic in the series. Then the button is dimmed. Use this button to move from topic to topic in the recommended order.

Back button

Displays the last topic you viewed. HyperGuide moves back one topic at a time, in the order in which you viewed them.

base-level synthesizer

One of the two types of synthesizers accommodated by Windows.

MIDI files authored for Windows include two versions of a song: one version for base-level synthesizers and another version for extended synthesizers. The distinctions between base-level and extended synthesizers are based on the number of instruments and notes the synthesizer can play.

batch file

A file that runs a sequence, or "batch," of commands when you type its filename. All filenames of batch files end with the extension .BAT, even though you don't have to type this extension to run the batch file.

baud rate

Signalling speed measured by the number of signals per second.

bitmap



An image stored as an array of bits.

branch



A segment of the Directory Tree, representing a directory and any subdirectories it contains.

browse

To look through files and directories. In some dialog boxes, the Browse button shows a list of files and directories from which you can choose.

byte

The amount of memory space (normally 8 bits) that a computer needs to represent a single character or word.

cascading menu



A menu that opens from a command on another menu.

CD-ROM

Compact Disc-Read Only Memory. An optical data-storage technology that allows large quantities of data (such as animations, images, music, and sound) to be stored on a compact disc similar to discs used by the music industry.

channel

MIDI uses channels to send messages to individual devices within a MIDI setup. There are 16 MIDI channel numbers. Devices in a MIDI setup can be directed to respond only to messages marked with a channel number specific to the device.

check box



A small square box that appears in dialog boxes and can be selected or cleared. When the check box is selected, an X appears in the box.

choose

To use key combinations or your mouse to carry out a command in Windows. You often choose a command after you have selected an item or made it active.

Clipboard



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

close

To reduce a document window or application window to an icon or, in some cases, to remove it from the desktop. You close a window by double-clicking the Control-menu box or choosing the Close command from the Control menu. When closing an application window, you can choose to save or abandon changes to the current document before you close it.

collapse

To hide a level of directory information in the Directory Tree window. When you first start File Manager, all directories but the root directory are collapsed.

command



A word or phrase, usually found in a menu, that you choose to carry out an action.

command button

A button in a dialog box that carries out or cancels the selected action. Two common command buttons are OK and Cancel. The button that carries out the action will often have a label that describes it (for example, Open, Create, Install). Another dialog box appears when you choose a command followed by ellipses.

command line

Information given to MS-DOS that specifies a command and all the pertinent information to carry it out. For example, to start Windows, you type **win** at the MS-DOS prompt.

complementary color

The color exactly opposite a color on the RGB color wheel. For example, the complementary color of blue is yellow.

compound device

Devices, such as the waveform audio driver, that have an associated file and require a filename specification when opened.

CONFIG.SYS

A file that defines device drivers and specifies your MS-DOS configuration. For example, a typical CONFIG.SYS file might specify the location of the MS-DOS file COMMAND.COM, define an extended memory manager, and specify how many files an application can have open at once. MS-DOS runs the commands in the CONFIG.SYS file each time you turn on your computer. Your CONFIG.SYS file is located in the root directory of your first hard disk, which is usually drive C.

Contents button



Displays the HyperGuide contents.

Control menu

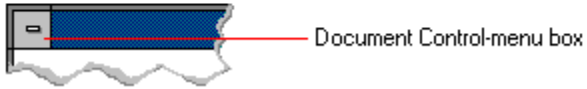


The menu in the upper-left corner of a window. The Control menu appears on every application that runs in a window and on some non-Windows applications. Document windows, icons, and some dialog boxes also have Control menus.

Control menu commands move, change the size of, and close windows. You can also switch to Task List by using the Control menu. For non-Windows applications, Control menu commands transfer information and perform other functions, depending on the application.

Control-menu box

The box located in the upper-left corner of a window. Clicking the Control-menu box opens the Control menu for the window.



conventional memory

The first 640K of memory that MS-DOS uses to run applications. Most computers have at least 256K of conventional memory and can accommodate up to 640K of conventional memory.

cutout



A portion of a Paintbrush drawing you select with the Scissors or Pick tool.

data bits

The bits in each package of data sent between two computers during telecommunication. Most characters are transmitted in 7 or 8 data bits.

default button



The command button in some dialog boxes that is automatically selected or chosen by Windows as the most logical or safest choice. 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 Cancel or another command button.

default printer

The printer that Windows applications automatically use when you choose the Print command. You can have only one default printer, which must also be the active printer on the port. The printer you use most often should be made the default printer.

desktop

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

desktop pattern

A geometric pattern that appears across your desktop. You can design your own pattern or choose one of the patterns provided by Windows.

destination directory

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





device contention

When several applications simultaneously request use of a peripheral device, such as a printer or modem.

Windows automatically handles device contention when all the applications are Windows applications. When one of the applications is a non-Windows application, however, the conflict is handled according to the options you select in the 386 Enhanced dialog box. This dialog box appears when you choose the 386 Enhanced icon in Control Panel.

device driver

Tells Windows how to control a piece of hardware. Using Control Panel, you can install device drivers for your:

-  Display (monitor)
-  Keyboard
-  Mouse
-  Network

dialog box

A rectangular box that either requests or provides information. Many dialog boxes present options that you must choose from before Windows can carry out a command. Some dialog boxes present warnings or explain why a command can't be completed.

directory path



The directions to a directory or file within your system.

In the illustration, C:\ART stands for the ART directory on drive C. Any commands you use affect the files and subdirectories in this directory.

When you want to specify a file, make sure the filename follows the directory path.

Directory Tree



A graphic display of a disk's directory structure. The directories on the disk are shown as branching from the disk's root directory.

Directory Tree window



A File Manager window that shows the complete branching structure of the selected disk drive.

directory window



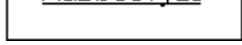
A File Manager window that lists the contents of a specific directory. The directory window shows all the files and subdirectories contained in the directory.

disk-drive icon



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

display box



A display box is not an option, but a type of text box that shows an example of another option you have selected, in this case a sample of the 10 pt, underlined, Helvetica font.

document

Whatever you create with an application, including information you enter, edit, view, or save. A document can be a business report, a spreadsheet, a picture, and so on.

document file 

Files that are associated with an application. You can start an application and open the associated file by choosing a document file icon.

document window



A window inside an application window. Each document window contains a single document or other data file. There can be more than one document window inside an application window.

DOS

Disk Operating System, typically known as MS-DOS (Microsoft) or PC-DOS (IBM). This is the underlying software that must exist for your PC to operate.

drag

A mouse move. You drag a Windows element by pointing to it, holding down the mouse button, and sliding the mouse from one spot on the surface of your desk to another and releasing the mouse button.

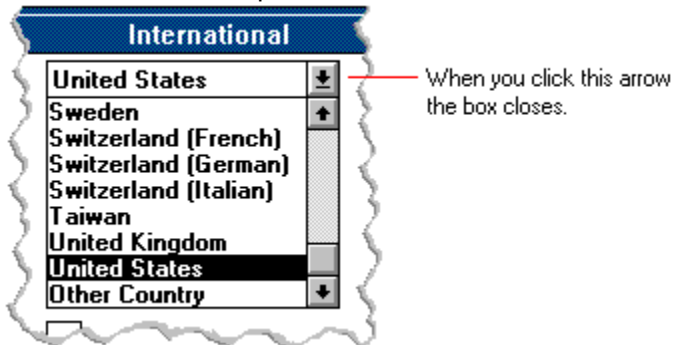
drop-down list box

A list box that opens and closes in dialog boxes.

Before you open a drop-down list box, it looks like this:



After the list box is open, it looks like this:



NOTE: When the list is longer than the box, scroll bars are provided.

error checking

A method for validating transmissions.

expand

To show hidden 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

Memory in addition to conventional memory that is available to applications. It is allocated in 16K blocks. Windows makes use of expanded memory only if the /r switch is used at startup. Windows running in 386 enhanced mode simulates expanded memory for the applications that need it. Windows running in standard mode or 386 enhanced mode allows applications to use expanded memory, but does not use expanded memory itself in managing applications.

extended memory

Memory in addition to conventional memory that is not readily accessible to MS-DOS or MS-DOS applications. Extended memory cannot be used on 8086 and 8088 computers. Windows running in standard mode or 386 enhanced mode uses extended memory to manage and run applications.

extended synthesizer

One of the two types of synthesizers accommodated by Windows.

MIDI files authored for Windows include two versions of a song: one version for base-level synthesizers and another version for extended synthesizers. The distinctions between base-level and extended synthesizers are based on the number of instruments and notes the synthesizer can play.


extension

Part of a file or directory name that appears after a period and provides additional information. It usually indicates the type of file or directory. For example, program files have default extensions of .COM or .EXE .






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

file

A document or application that has been given a name. All documents are stored as files in Windows.

file information line Write - REPORT.TXT 12% of 101K 12:08 AM 2-6-91

Information specific to each file in a print queue. The information can include these details:

-  The file's position in the queue or a printer icon if the file is printing.
-  The title of the print job assigned by the application (if your network software supports this).
-  What percentage of the file has printed so far.
-  The size of the file in kilobytes (if the Print File Size command on the View menu is selected).
-  The time and date you sent the file to Print Manager (if the Time/Date Sent command on the View menu is selected).

If you are connected to a network printer, the printer queue information line shows the network server connection. Any detailed information the network can provide appears in the message box at the upper-right corner of the Print Manager window. Networks can provide varying degrees of detailed information.

flow control

The method for controlling the flow of information.

font Water **Water** *Water* Water Water

A graphic design applied to all numerals, symbols, and characters in the alphabet. A font usually comes in different sizes and provides different styles, such as bold, italic, and underlining for emphasizing text.

font size

The height of a printed character, measured in points. One inch equals 72 points. For example, 12-point Helv is 12 points high.

Helv

Helv 8 ABCDEFGHIJKL

Helv 10 ABCDEFGHIJKL

Helv 12 ABCDEFGHIJKL

Helv 14 ABCDEFGHIJKL

The font and font size you use determine the amount of text that fits on one page.

format

(1) The appearance of text on the pages of a document. (2) To prepare a disk so it can hold information. Formatting a disk erases all information that was previously on it.

full-screen application

A non-Windows application that uses the entire screen--rather than a window--to run in the Windows environment.

General MIDI Mode standard

A MIDI specification controlled by the MIDI Manufacturers Association (MMA). The purpose of this specification is to enable MIDI file authors to create files that sound the same across a variety of different synthesizers.

group

A collection of applications within Program Manager. Grouping your applications makes them easier to find.

group icon 

A group window you have reduced to an icon in Program Manager.

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.

History button

Displays a list of the HyperGuide topics you have viewed. Use this button to revisit any of the last 40 HyperGuide topics you have viewed. The most recent topic appears first.

hotspot

Text, graphics, or parts of graphics that provide links to other HyperGuide topics or more information about the current topic.

Whether text or graphics, the pointer changes to the shape of a hand whenever it is over a hotspot. If you click a hotspot that is linked to another topic, that topic will appear in the HyperGuide window. If the hotspot is linked to more information, HyperGuide displays the information in a popup window on top of the HyperGuide window.

hue

The position of a color along the color spectrum.

HyperGuide button bar



Contains the HyperGuide buttons you use to move among topics and contents screens. It is located near the top of the HyperGuide window.

icon

A graphic representation of a disk drive, directory, group, application, document, and so on. You can restore an application icon to a window when you want to use the application.

insertion point |

The place where text will be inserted when you type. The insertion point usually appears as a flashing vertical bar in an application's window or in a dialog box. The text you type appears to the left of the insertion point, which moves to the right as you type.

International MIDI Association (IMA)

The non-profit MIDI organization that circulates information about the MIDI specification.

keymaps

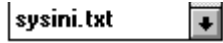
Percussion instruments are key-based--each note plays a different percussion instrument. Keymaps translate MIDI key values to ensure the proper percussion instruments are used to play MIDI files. All MIDI files for Windows are authored using standard key assignments based on the General MIDI Mode standard.

keyword

Words in the HyperGuide Search dialog box that are associated with topics. Each application's documentation has its own keyword list, including the glossary words in HyperGuide. You select from the list of keywords or type a keyword to see the list of topics associated with that keyword.

kilobyte

The measurement used for the size of a computer's memory, where 1 kilobyte (K) = 1,024 bytes.

list box

A box within a dialog box that lists available choices--for example, the list of all available files in a directory. If all the choices don't fit in the box, there will be a vertical scroll bar to the right of the list box. In some list boxes, you can select more than one item.

local printer

A printer that is directly connected to your printer by a cable.

|| 2 Calendar - SCHEDULE.CAL 6K 12:10AM 2-6-91 ||

local queue

Lists the files that you directed to any active printer connected to your computer. The computer and printers are connected locally by a cable.

When Print Manager starts printing on a local printer, its icon appears at the bottom of your screen. If you restore the icon to a window, you see the print queue for any active printer connected to your computer. You can use the Print Manager window to check the status of files in the print queue or to interrupt or cancel a print job.

luminosity

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

maximize

To enlarge a window to its maximum size by using the Maximize button or the Maximize command.

Maximize button 

The small button at the upper-right corner of a window that contains an Up arrow. 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. MCI allows a multimedia application to easily control a variety of multimedia devices and files.

memory

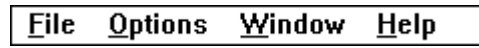
The space in a computer where information is stored while you are working with it. Most PCs have a small amount of read-only memory (ROM), containing the built-in programs that start the operation of the computer when it is turned on, and a large amount of random-access memory (RAM) for users' programs and data.

menu

✓ **Minimize on Use**

A list of available commands in an application window. Menu names appear in the menu bar near the top of the window. The Control menu, represented by the Control-menu box at the left end of the title bar, is common to all Windows applications. You use a command on a menu by selecting the menu name, then choosing the command you want.

menu bar



The horizontal bar containing the names of an application's menus. It appears just under the title bar.

menu command



A word or phrase in a menu that you choose to carry out an action, such as copying a file.

menu name

The name for a particular menu that appears in the menu bar and opens a menu when you choose it.

menu title

A word or phrase in the menu bar that identifies a group of commands. Selecting the menu title causes the title to be highlighted and its menu of commands to appear below it.

MIDI

Musical Instrument Digital Interface. MIDI sets a communications standard for transferring data between musical instruments and associated devices.

MIDI file

A file format for storing MIDI songs. In Windows, MIDI files have a .MID filename extension.

MIDI Mapper

A Control Panel option that lets you create and edit MIDI setup maps. Windows uses these maps to translate and redirect MIDI data.

MIDI Sequencer

Software that creates or plays songs stored as MIDI files. When a sequencer plays MIDI files, it sends MIDI data from the file to a MIDI synthesizer that produces the sounds. Windows provides a MIDI sequencer to play MIDI files.

MIDI Manufacturer's Association (MMA)

A collective organization composed of MIDI instrument manufacturers and MIDI software companies. The MMA works with the MIDI Standards Committee to maintain the MIDI specification.

minimize

To reduce a window to an icon using the Minimize button or the Minimize command. The document or application remains open (or running), and can be the active application or document.

Minimize button The icon is a small square button with a downward-pointing arrow inside.

The small button at the upper-right corner of a window that contains a Down arrow. 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.

movie file

A multimedia data file (for example, a file with the .MMM extension). You can play movie files with the Media Player accessory. Movie files are also called animations.

MSCDEX








Microsoft Compact Disc Extensions. MSCDEX is software that makes CD-ROM drives appear to DOS as network drives. You must have MSCDEX installed on your computer for the CD-ROM drive to work.

multimedia extensions

Additional features added to Windows version 3.0 that enable your computer to run animations, play sound and MIDI files, and display high-quality images.

Multimedia PC

Multimedia personal computer. A multimedia computer satisfies a minimum set of hardware/software requirements necessary for multimedia computing. The requirements include:

-  An 80286/386/486 microprocessor running at 10MHz or faster
-  2MB or more of RAM
-  30MB or larger hard disk
-  VGA display
-  A digital audio subsystem
-  A CD-ROM drive
-  Systems software compatible with Microsoft Windows version 3.0 with multimedia extensions

multitasking

The ability of a single computer to perform several tasks simultaneously.

Multitasking makes it possible to print one document while editing another, or to perform lengthy computations while you work on something else.

network printer

A printer that is accessible to your computer only through a network.

network queue

Lists the files on the network server if you are using a network printer.

network server

A computer on a network that provides a particular service to other computers. For example, a disk server manages a large file server, and a print server manages a printer.

non-Windows application

An application that was not designed to run in Windows. Generally, non-Windows applications do not conform to Windows user-interface standards.

open

To display the contents of a directory or file in a window, or to enlarge an icon to a window.

option button



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

palette

Defines the colors used in a bitmap image. Every device independent bitmap (DIB) has an associated color palette.

parity

The method of detecting errors in data transmission.

patch

A specific sound created by a synthesizer. A synthesizer plays notes using sounds defined as patches.

patchmaps

A patch is a specific sound created by a synthesizer. A synthesizer plays notes using sounds defined as patches. Patchmaps translate MIDI patch changes to ensure the proper instruments are used to play MIDI files. All MIDI files for Windows are authored using standard patch assignments based on the General MIDI Mode standard.

pathname

The directions to a directory or file within your system. For example, C:\WINDOWS3\APPTS\JUNE.CAL is the pathname of the JUNE.CAL file in the APPTS subdirectory in the WINDOWS3 directory on drive C.

picture elements

The smallest graphics unit on the screen. Also known as pels.

pixels

The smallest graphic units on the screen. Also known as picture elements (pels).

playlist

A list of compact disc titles and tracks that determines the order in which the tracks on the disc are played. Playlists are only used in Music Box.

Use the Program button to assign or edit titles, and to change the playlist.

pointer



In Windows, the shape of the pointer indicates its function.



For selecting Windows items, scrolling, resizing windows, and moving windows and dialog boxes with your mouse. This is the pointer you will see most often.



For choosing a HyperGuide hotspot.



For selecting text with your mouse.



For changing the size of a window with your mouse.



For changing the location or size of a window with your keyboard.



For indicating the application is processing your request.

port

A connection on a computer where you plug in a cable that carries data to a device.

LPT ports are parallel ports. COM ports are serial ports. EPT is a port used for certain printers, such as the IBM Personal Pageprinter. You can use the EPT port only if you have installed a special card in your computer.

Multimedia PCs also have a port for a MIDI sequencer.

print options

Printer-specific settings such as page orientation--portrait or landscape--or the manner in which paper feeds through the printer. These options vary from printer to printer.

printer-driver file

A file that gives Windows important information about how to control your printer, including details about printer features and the printing interface, descriptions of fonts (such as sizes and styles), character translations, and control sequences the printer uses to achieve various formats. Windows has printer-driver files for most commonly used printers.




printer font

A series of dots connected by lines that can be scaled to different sizes. Another name for printer fonts is vector (or stroke) fonts. Plotters typically use vector fonts.

printer queue information line

PCL/HP LaserJet on LPT1 [Printing]

Indicates the following:

-  The name of the printer.
-  Where the printer connects to your computer.
-  The current status of the printer.

program file 

A file that contains information that controls an application. In File Manager, each program file is represented by an icon. You can start the application by choosing the icon. Filenames for program files can have these extensions: .EXE, .COM, .PIF, and .BAT.

program information file (PIF)

A file that provides important information that Windows needs to run a non-Windows application. PIFs contain information such as the name of the file, a startup directory, whether the program writes directly to the screen or to memory, and multitasking options for applications running in 386 enhanced mode.

program item 

A program file or associated document represented by an icon in Program Manager. The program item provides the instructions Windows needs to start an application and open a document (if specified) when you choose the icon.

program item icon

An icon representing an application you can start or an associated document you can open from a group in Program Manager. The program item provides the instructions Windows needs to start an application and open a document (if specified) when you choose the icon.

RGB components

The amount of each of the three primary colors--red, green, and blue--present in a color. Every color and pattern is made by varying the three primary colors. This is true even in monochrome (black and white) mode. For instance, white is made by mixing together 255 parts of red, 255 parts of green, and 255 parts of blue. Black, on the other hand, is 0 red, 0 green, and 0 blue.

read-only

Describes a file or CD-ROM disc that can only be opened and read. You cannot edit a read-only file or CD-ROM disc and save your changes.

real mode

An operating mode that Windows runs in to provide maximum compatibility with versions of Windows applications released prior to Windows version 3.0. Real mode is the only mode available for computers with less than 1 MB of extended memory.

Restore button

The small button at the upper-right corner of a window that contains both an Up arrow and a Down arrow. The Restore button appears only after you have enlarged a window to its maximum size. Mouse users can click the Restore button to return the window to its previous size. Keyboard users can use the Restore command on the Control menu.

root directory

The main directory on a disk. The root directory is created at the first level when you format a disk. The symbol used to indicate the root directory of a disk is the backslash (\). For example, the root directory for drive C is noted as C:\.

sample

A piece of waveform data represented by a single numerical value. You convert sound into digital form by taking samples of the sound at specific time intervals and converting them to numeric values.

saturation

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

scaled font size

A font size that approximates a specified font size for use on the screen. Windows scales larger font sizes when a size that is available for the printer is not available for the screen. Scaled fonts may look slightly different from unscaled fonts. When you choose a smaller font size that is available for the printer but not for the screen, Windows substitutes the correct size from a precision-drawn font that resembles the selected font as closely as possible.

screen font

A font that duplicates a printer font on your screen.



If you choose a printer font that does not have a corresponding screen font, Windows substitutes a screen font that closely resembles the printer font. The substitute font duplicates the line lengths and page breaks of the font you selected.

When you purchase extra fonts from a printer or font manufacturer, ask about the availability of screen fonts to match.

screen saver

An image or pattern that is shown on your computer screen during periods of inactivity. Screen savers hide information currently on the screen; by changing patterns they can also save wear on the electronics in the display.

scroll arrow

An arrow on either end of a scroll bar that is used to scroll through the contents of a window or list box. Clicking a scroll arrow moves the contents one line. Holding down a scroll arrow scrolls the contents continuously.

Scroll arrows also control the playing of media in some applications, such as Media Player and Sound Recorder.

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 two scroll arrows and a scroll box, which allow you to scroll within the window or list box.

A scroll bar is also used to control playing of media in some applications, such as Media Player and Sound Recorder.

scroll box

The square or rectangular box within a scroll bar that indicates your relative position within a document or list box. Mouse users can drag the scroll box up or down quickly through long documents.

A scroll box is also used to control playing of media in some applications, such as Media Player and Sound Recorder.

Search button

Displays the keywords you can use to search for topics. Use this button to look for topics related to a keyword.

select

To mark an item by highlighting it with key combinations or with a mouse. Selecting does not initiate an action. After selecting an item, you choose the action that affects or involves the item. For example, you can select text and then choose the Copy command to copy the text onto the Clipboard.

selection cursor



The marking device that shows where you are in a window, menu, or dialog box and what you have selected. The selection cursor appears as a dotted box around the text in a dialog box option.

serial ports

Ports used by your system, named COM1, COM2, and so on. Serial ports are typically used for connecting modems, mouse devices, and some kinds of printers.

shortcut key

A key or key combination, available for some commands, that you can press to carry out a command without first selecting a menu. The shortcut key for a command is listed to the right of the command name on the menu.

shrink

To reduce a window to an icon using the Minimize button or the Minimize command. The document or application remains open (or running), and can be the active application or document.

simple device

Devices, such as audio compact-disc players, that don't have an associated file and can be opened without a filename specification.

solid color

A color directly supported by your display.

source directory

The directory containing the file or files you intend to copy or move.

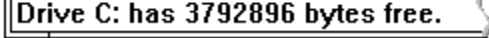
spin box



A spin box shows one item in a range of possible choices. Clicking the Up or Down arrow to the right of the entry lets you "spin" through the available choices until your choice appears in the display rectangle.

standard mode

The normal operating mode for running Windows. This mode provides access to extended memory. In standard mode, you can also switch among non-Windows applications.

status barA screenshot of a status bar from a file explorer window. The text "Drive C: has 3792896 bytes free." is displayed in a bold, black font. The text is enclosed in a thin black rectangular border that has a slight 3D effect, with a shadow on the right side. The background of the status bar is white.

A line of information located at the top or bottom of a window. For example, in a directory window the status bar tells how many files are selected, how much disk space they occupy, and the total number of files in the directory. In the Directory Tree window, the status bar shows the number of bytes available on the disk and the total disk capacity. Not all windows have a status bar.

stop bits

The timing unit between characters.

Stop bits are not actually bits; they determine the time between transmitted characters.

synthesizer

An electronic instrument able to make music and sounds by creating its own audio waveforms and sending them out to an audio system. A synthesizer can play back MIDI files.

Task List

A window that shows all the applications you have running so you can switch among them. You can open the Task List window by choosing Switch To from the Control Menu or by pressing CTRL+ESC.

text box **Filename:**

A box within a dialog box where you type the information needed to carry out a command. When the dialog box appears, the text box may be blank or may contain text.

text file

A file containing only plain text, numbers or symbols. The text in a text file is uniform and does not contain any formatting, such as bold, underline, or different fonts and font sizes. A text file usually consists of characters coded from the ASCII character set.

The advantage of a text file is that it can be transferred to almost any text editor or word processor. Also, MS-DOS and Windows use text files, such as AUTOEXEC.BAT, CONFIG.SYS, and WIN.INI.

title

Another name for a software application written to run on a Multimedia PC.

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 Maximize and Minimize buttons.

topic

The level in the HyperGuide hierarchy at which you see information in the main window. This information can be in the form of a Quick Look graphic, an explanation of a command, a conceptual overview, a procedure, or a table of keys. Information in pop-up windows and contents screens are not considered topics.

track

A sequence of sound on a CD disc, which usually corresponds to a song.

Up button



Moves up one level in the HyperGuide hierarchy.

vector fonts

A series of dots connected by lines that can be scaled to different sizes.

virtual memory

A memory management system used by Windows running in 386 enhanced mode, which allows Windows to behave as if there were more memory than is actually present in the system. Virtual memory equals the amount of free RAM plus the amount of disk space allocated to a swap file that Windows uses to simulate additional RAM.

volume label

The name you give a disk by using the Label command. Disk labels are optional. You see this information in File Manager only if you assigned a label to your disk. You can change or add a disk label through File Manager.

WAVE format

Microsoft's format for digitized waveform files. These files have a .WAV extension.

waveform

A sound waveform displays variances in air pressure over time. An audio signal waveform displays variances in voltage over time.

wildcard characters

Two MS-DOS characters you can substitute for all or part of a file or directory name when you want to find similarly-named files or want one command to affect a number of files or directories.

An asterisk (*) substitutes for all characters. A question mark (?) substitutes for a single character.

For example, this entry covers all files with a .DOC extension in the current directory:

***.DOC**

And this entry covers everything named with FY, three other characters, and the extension .90:

FY???.90

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 on the desktop at the same time and you can shrink windows to icons or enlarge them to fill the entire desktop.

window border

The outside edge of a window. You can lengthen or shorten each border. You can also change the width of the border with Control Panel's Desktop command.

Windows application

An application that was designed for Windows and will not run without Windows. All Windows applications follow the same conventions for arrangement of menus, style of dialog boxes, use of the keyboard and mouse, and so on.

wrap

The automatic movement of the insertion point from the end of one line to the beginning of the next line as you type. When text wraps, you do not need to press ENTER at the end of each line in a paragraph.

