Program Manager Concepts

Click a folder or topic title. Or to read
in the recommended order click the >> button.

📁———What Is Program Manager?

⊞———Groups and Program Items

⊞———Applications

Program Manager Concepts

Click a folder or topic title. Or to read
in the recommended order click the >> button.

📁——— What Is Program Manager?

📂——— Groups and Program Items

   Group Contents

   New Groups

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📁+——— Applications

Program Manager Concepts

Click a folder or topic title. Or to read
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What Is Program Manager?

Program Manager Concepts

Click a folder or topic title. Or to read
in the recommended order click the >> button.

—Groups and Program Items

Program Manager Concepts

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in the recommended order click the >> button.

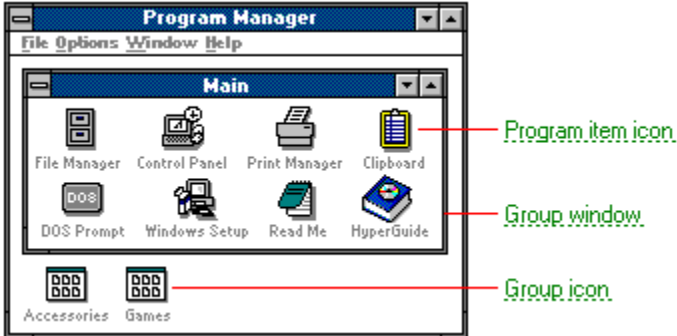—Applications

Ways to Start Applications
When You Exit Program Manager

What Is Program Manager?

Program Manager is central to Windows. When you start Windows, the Program Manager window is open on the desktop like this:

Program Manager stays open in a window or as an application icon throughout your Windows session. When you want to exit Windows, you must do so from Program Manager.

With Program Manager you can:
- Create and delete groups.
- Change a group's contents.

Arrange groups and icons.

Change properties for groups and items.

Start applications.

End your Windows session.

Related Concepts

Concepts

program item icon   Print Manager

Starts an application when you double-click it. Program item icons are unique to Program Manager. Windows comes with program item icons for applications you can start from the Main, Accessories, and Games groups.

You can create program item icons for other applications on your hard disk. All you have to do is provide the location and filename for the new application. You can also include the name of a document so that it opens when you choose the program item icon.

group window

Contains program item icons. Group windows are found only in Program Manager. Using groups, you can organize your applications and documents into the right combinations for the way you work.

Program Manager groups are always available either in windows or as icons at the bottom of the Program Manager workspace. They don't close like other windows. Instead, when you choose Close from the Program Manager Control menu, group windows shrink to group icons like this:
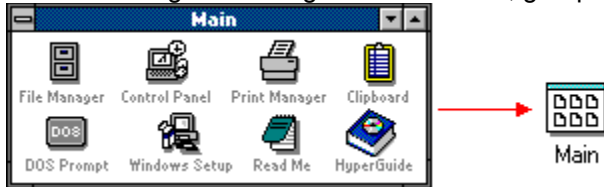
group icon

Represents group windows you have closed or minimized. Group icons all look the same. Only their names distinguish them from one another.

When you want to start an application (by double-clicking its icon), you must first restore the group icon to a window. The Main group icon opens like this:

Group Contents

Groups contain <u>program item icons</u>, each representing an application that you can run in Windows. You can also create program item icons that start an application and, at the same time, open a related document.
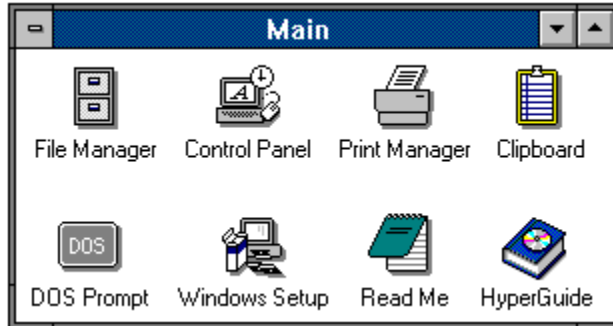
You can customize existing groups in these ways:

📁   Add new program items.
📁   Copy and move existing program items.
📁   Delete program items.

Or you can create new groups of your own.

📁   Related Concepts

Concepts

New Groups

You received three predefined groups with Windows. Click their names to learn what they contain:

📁   Main group
📁   Accessories group
📁   Games group

By creating new groups in Program Manager, you can organize applications and documents to suit your way of working.

Click [+] to see some sample groups.

When you no longer need a group, you can delete it. Deleting a group removes its program item icons from Program Manager. The applications remain on your hard disk.

📁   Related Procedures

Procedures

[Creating Groups](#)

[Deleting Groups](#)

Main group
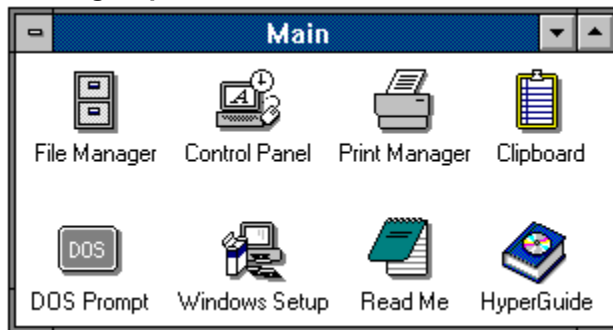
The Main group contains applications that can help you configure your system, start applications, and manage your files and directories.

Accessories group

The Accessories group contains business applications and desktop accessories.

Games group

The Games group contains games you can play for fun and use to practice your Windows skills.

Suppose you produce a monthly newsletter, a report on several business units, and a weekly schedule for your division. You could create three separate groups: Report, Schedule, and Newsletter.

How You Add Groups

Although Program Manager comes with a few groups already defined, you can create your own groups to help you organize your applications and documents in a way that makes sense to you. For example, you might create a group to hold your word processor and documents for a project you are working on. You can add a new group by choosing the New command from Program Manager's File menu.

After creating a new group, you can add the program items that you want included in the group.

Related Procedures

Procedures

[Adding Items to a Group](#)
[Creating Groups](#)

How You Add Items

Suppose you created a group for the applications you use to produce a newsletter, and you want to add a new graphics package to it. After installing the software on your hard disk, you can add the new item in one of these ways:

◻ Choose New from Program Manager's File menu. You can include the name and location for a document when you add program items in this way.

Click ◻ to see program items that open documents when they start.

◻ Drag the program file (or document file) from File Manager.

Click ◻ to see how this works.

◻ Use Windows Setup.

Setup searches the disk drive you indicate and adds program items for the applications you select to Program Manager. New items are placed in a Windows Applications group or a Non-Windows Applications group only.

◻ Related Procedures

Procedures

[Adding Items to a Group](#)
[Setting Up Applications](#)

Suppose you keep monthly status reports for three separate divisions in your company. You might set up a group that contains program items like these:
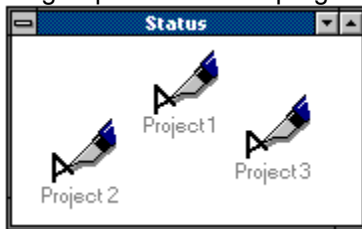
Each document you include uses the same icon as the application. Their names distinguish the items from one another.

File Manager can display all the directories and files on any disk drive. Suppose you want to drag the new program file for the new application from its File Manager directory into the Program Manager group for your newsletter. It would look like this:
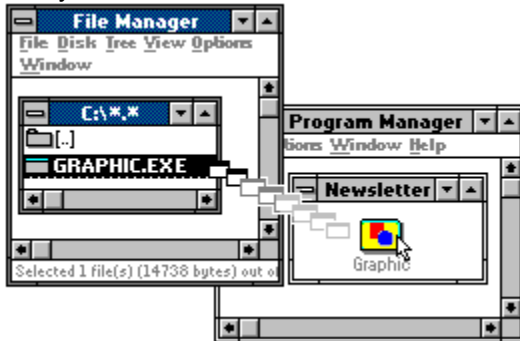
How You Copy and Move Items

You can copy and move program items by dragging them from one group window to another group window, like this:

Icon position before move.

Icon position after dragging it into the Newsletter group window.
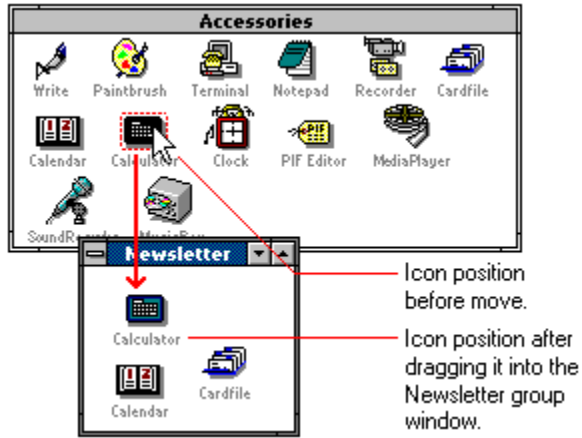
An image of the item moves as you drag it with your mouse.

If you copy the item, the original stays in the source group as you move the duplicate to its destination. If you move the item, the item is removed from the source as you place it in the destination.

You can copy or move an item to another group even if that group window isn't open, by dragging the item to the group icon.

Related Procedure

What Happens When You Delete an Item

You can change the contents of a group by deleting existing program items. When you delete a program item, its icon and startup instructions are removed from the group, but the original <u>program file</u> remains on your hard disk.

If you delete a program item, you can still start its application in these ways:

- With the Run command in Program Manager and File Manager
- With Windows File Manager program files and <u>document files</u>
- With a command from the Windows DOS Prompt (if it's a <u>non-Windows application</u>)
- Related Procedures

Procedures

Properties for Groups and Items

Properties define certain elements of a program item or group, such as the startup instructions for running an application. By changing properties you can revise the following elements for an existing group or program item:

The description of a group or program item

The description is the name of the group or program item. You might want to shorten it or rename it.

The program filename and location

The program filename and path locate the application on your hard disk. If you move the program to another directory or install a new version, you might need to change this property.

The document filename and location

The program filename and path locate the application on your hard disk. If you move the program to another directory or install a new version, you might need to change this property.

The icon for a program item

Some applications have a variety of icons you can use to represent them in the group window. If you choose the Change Icon button you can cycle through the offerings.

Arrangement of Windows and Icons

As you open group windows, they overlap one another like this:
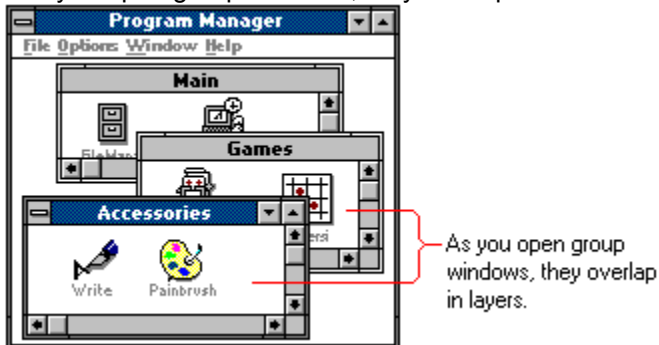
Commands on the Window menu let you rearrange overlapping windows so that you can see part or all of each window.

▢   Choosing Cascade resizes and rearranges the open windows, so you can see each title bar.

  Click ▢ to see an example of cascading windows.

▢   Choosing Tile divides the workspace into space for windows of similar size.

  Click ▢ to see an example of tiled windows.

▢   You can also manually resize and reposition the group windows.

  Scroll bars appear when the resized windows are too small for all the program item icons to fit.

After resizing group windows, you might need to rearrange the program item icons so that they are all visible in the new window size.

Click ▢ to see an example of arranged icons.

▢   Related Procedures

Procedures

cascading windows

Title bars show for each open group.
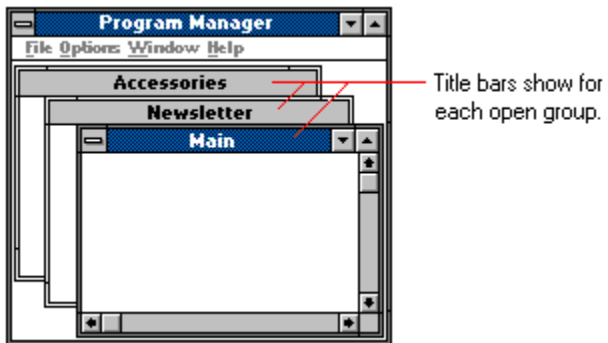
You can also use your mouse (or your keyboard and the window's Control-menu commands) to resize and move each group window individually.

tiled windows
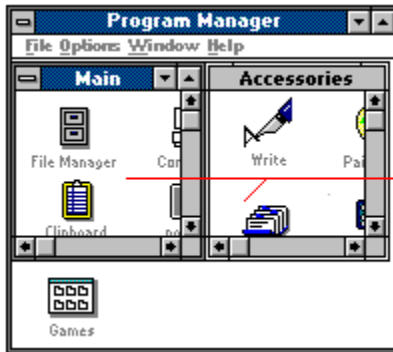
Smaller sizes show part of each open group.

You can also use your mouse (or your keyboard and the window's Control-menu commands) to resize and move each group window individually.

arranged icons

Before arranging icons.

After arranging icons.

You can also use the Arrange and Auto Arrange commands to rearrange program item icons after manually resizing a group window.

Ways to Start Applications

Double-clicking a program item icon is the easiest and fastest way to start your application.

You can also start applications in Program Manager in these three ways:

By selecting a program item icon and choosing Open from the File menu.

By choosing the Run command from the File menu. You type the startup instructions as you would if you were starting an application from the DOS prompt.

By choosing the DOS Prompt icon and typing a command to start a non-Windows application.

When you start an application, Program Manager changes the current directory. The directory that contains the application becomes the current directory.

Application windows overlap one another as you start them. Most applications cover all or part of Program Manager when they start.

Click to see two application windows open on the desktop.

Related Procedures

Procedures
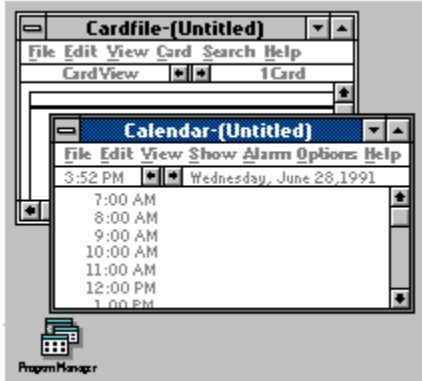
You can minimize Program Manager to an icon to keep it visible on your desktop as you work with other applications.

When You Exit Program Manager

When you close Program Manager, you also exit Windows. When you do decide to quit, you'll see this dialog box:

As you work with Program Manager, you will probably change the contents and positions of group windows and icons. If you select the Save Changes <u>check box</u> when you exit Program Manager, Windows will save the Program Manager workspace so that it looks just the same the next time you start Windows.

▢   Related Procedure

Program Manager Commands

Click a menu name or command.

File

Options

Window

File

Options

Window

New...

Open

Move...

Copy...

Delete

Properties...

Run...

Exit Windows...

Options

Auto Arrange

Minimize on Use

Window

Cascade
Tile
Arrange Icons

1 Main
2 Accessories
3 Games

New Command

Adds a new program item to a group or creates a new group.

When you choose New, a dialog box appears so you can indicate whether you want to create a new group or add a new program item. After you create a new group, you can add program items. You can also add program items to an existing group.

Adding more than 40 program items to a group is not recommended.

        Related Procedures

Procedures

[Adding Items to a Group](#)
[Creating Groups](#)

Open Command

Starts an application, opens a document, or restores a group icon to a window.

If a group icon is selected, Open restores it to a window.

If a program item icon is selected and the item is an application, Open starts the application.

If the program item icon includes a document, Open starts the application and opens the document.

Related Procedures

Procedures

[Opening Group Windows](#)
[Starting Applications from a Goup](#)

Move Command
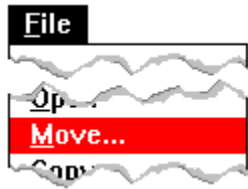
Moves a program item from one group into another.

You can move a program item into a group whether it's open as a window or appears as a group icon. The item is removed from the source group and added to the destination group.

You can also move program items by dragging their icons with your mouse or by using your keyboard.

 Related Procedure

Copy Command

Copies a program item into another group.

This command lets you use your keyboard to copy items.

You can copy a program item into a group whether it is open in a window or appears as a group icon. A duplicate of the item is added to the destination group.

You can also copy a program item by holding down the CTRL key while you drag the item with your mouse or by using your keyboard.

 Related Procedure

Delete Command
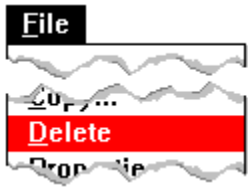
Removes the selected program item from the group it's in or removes the selected group and its contents from Program Manager.

When you delete individual items or groups of items, you remove only the startup instructions represented by the icons, but the actual program files remain on your hard disk.

 Related Procedures

Procedures

[Deleting Groups](#)

[Deleting Items from a Group](#)

Properties Command

Changes certain elements of the selected group or program item.

- If you select a group, you can change its description (label).
- If you select a program item, you can change its description (label), command line, and icon. By changing the item's pathname, you can use a different version of a program in a group or change the document that opens when you start the application.
- Related Procedures

Procedures

[Changing Group Descriptions](#)
[Changing Item Properties](#)

Run Command
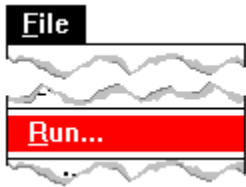
Starts an application (and opens a document if you wish).

In the Run dialog box, you type the command line that locates and starts an application (and opens a document for that application if you want). If the pathname for the application is not in the PATH= statement of your AUTOEXEC.BAT file, or if the application is not in the current directory, you must include it in the command line.

For example, to open Microsoft Word located in the \PCWORD directory, you would type this in the Command Line box:

\pcword\word.exe

Related Procedure

Exit Windows Command

Exits Program Manager and ends your Windows session.

You can save the appearance of the Program Manager workspace by selecting Save Changes. That way, the next time you start Windows, your desktop will look exactly as it did the last time you saw it. Selecting Save Changes also saves any settings you specified from the Options menu.

     Related Procedure

Auto Arrange Command

Automatically arranges the program item icons when you resize a group window.

This command is in effect when you see a check mark next to its name on the menu. If you choose it again, you remove the check mark and disable the command.

     Related Procedure

Minimize on Use Command

Options
Auto Arrange
Minimize on Use

Minimizes Program Manager to an icon automatically whenever you start an application.

This command clears your desktop for the application, while keeping Program Manager easily accessible. Then, when you want to use Program Manager again, you double-click its icon to restore it to a window.

The command is in effect when you see a check mark next to it. If you choose it again, you remove the check mark and turn off the command.

Related Procedure

Cascade Command
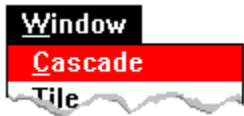
Arranges and resizes group windows so that each title bar shows.

This command is useful when so many group windows are open that you have trouble finding the group you want.

You might want to choose the Auto Arrange command before choosing Cascade so that the icons are evenly distributed for the new window sizes.

       Related Procedure

Tile Command
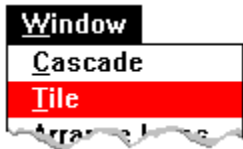
Arranges and resizes group windows so that they all fit in the application workspace, with the workspace equally divided among them.

This command is useful when you want to see all the open group windows at the same time.

You might want to choose the Auto Arrange command before choosing Tile so that the icons are evenly distributed for the new window sizes.

        Related Procedure

Arrange Icons Command
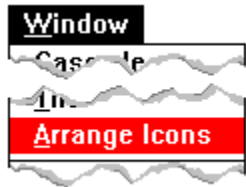
Redistributes program item icons and group icons to fit evenly in the open window.

When you add or remove program items or resize a group window, the contents sometimes need to be rearranged to be more readily visible. Also, when you change the size of the Program Manager window or add group icons, you will probably want to redistribute them to make them visible.

To arrange program item icons, you must select the group that contains them before you use this command. To arrange group icons, you must select a group icon before you choose Arrange.

Related Procedure

Group Names
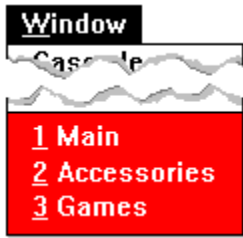
Selects a group window.

The names of all the existing groups are listed at the bottom of the Window menu. You can choose a name from this list to make its window active or to restore its group icon to a window. Choosing from this list is helpful when you have enough groups that it's difficult to see them all in your Program Manager workspace.

Related Procedure

Program Manager Procedures

Click a folder or topic title.

- Working with Group Windows and Icons
- Creating and Deleting Groups
- Changing the Contents of a Group
- Starting Applications
- Exiting Program Manager (and Windows)

Program Manager Procedures

Click a folder or topic title.

📁——— **Working with Group Windows and Icons**

Opening Group Windows

Minimizing Group Windows

Arranging Group Windows

Arranging Icons

Switching Among Group Windows

📁——— **Creating and Deleting Groups**

📁——— **Changing the Contents of a Group**

📁——— **Starting Applications**

📁——— **Exiting Program Manager (and Windows)**

Working with Group Windows and Icons
Creating and Deleting Groups

Creating Groups
Deleting Groups
Changing Group Descriptions

Changing the Contents of a Group
Starting Applications
Exiting Program Manager (and Windows)

Working with Group Windows and Icons
Creating and Deleting Groups
Changing the Contents of a Group
Starting Applications
Exiting Program Manager (and Windows)

Returning to Program Manager
Exiting Program Manager (and Windows)

Opening Group Windows

Before you can choose a program item, you must open its group window.

To open a group window:

▶   Double-click the group icon.

Or choose the group name from the Window menu. The names for all your groups are listed at the bottom of the Window menu.

▢   Related Procedure

▢   Keyboard Procedure

Minimizing Group Windows

You can <u>minimize</u> a group window, but you cannot <u>close</u> a group window. If you choose Close from the <u>Control menu</u> (an action that closes any other <u>document window</u>), Program Manager minimizes the group window.

To minimize a group window:

▸   Click the <u>Minimize button</u>.

   Or select the group's Control menu. Then choose Minimize.

📁   Related Procedure

📁   Keyboard Procedure

Arranging Group Windows

With the Cascade and Tile commands, you can arrange all the <u>group windows</u> so that part of each window is visible.

To arrange group windows:

▶   Choose Cascade or Tile from the Window menu.

    Click   ☐   to see how Cascade and Tile work.

Any other group window you open after cascading or tiling will overlap the rearranged windows. To include the new window among the rearranged windows, choose Tile or Cascade again.

📁   Related Concept

📁   Keyboard Procedure

cascade

tile

Arranging Icons

You can drag icons to new locations or you can let Program Manager arrange them for you.

To arrange group icons:

1 Select a group icon.

2 Choose Arrange Icons from the Window menu.

   The group icons line up evenly spaced across the bottom of the Program Manager window.

To arrange program item icons:

1 Select the group window containing the program items you want to arrange.

2 Choose Arrange Icons from the Window menu.

   Program Manager rearranges the program icons for the group you selected. If all the icons do not fit, a scroll bar appears. Each time you resize a window, you can use this procedure to arrange the icons.

To arrange program item icons automatically:

   ▢   Choose Auto Arrange from the Options menu.

   Program Manager automatically arranges the program item icons every time you resize a group. A check mark appears next to Auto Arrange on the menu to let you know it is in effect.

   ▢   Related Topics
   ▢   Keyboard Procedure

Concept

[Arrangement of Windows and Icons](#)

Procedure

[Changing the Spacing Between Icons](#)

Switching Among Group Windows

Sometimes you will have a number of <u>group windows</u> open at the same time. You can quickly switch among them.

To switch among group windows:

📁   Click the group window that you want to switch to.

Or choose the group's name from the Window menu.

📁   Keyboard Procedure

Creating Groups

You can create new groups with Program Manager. These groups can help you organize the applications and documents you work with into units that make sense to you.

To create a new group:

1 Choose New from the File menu.

2 Select the Program Group option and click OK.

Click 🗀 for an example of the Program Group Properties dialog box.

3 Type a description of the group in the Description box.

This description names the group on your screen, so keep it short.

4 Click OK.

An empty group window appears.

🗀   Related Topics

🗀   Keyboard Procedure

Concept

[New Groups](#)

Procedure

[Adding Items to a Group](#)

Program Manager automatically creates a .GRP file for the new group, so you can leave the Group File box blank.

Deleting Groups

If you no longer need a <u>group</u>, you can remove it from Program Manager.

To delete a group:

1 <u>Minimize</u> the group to a <u>group icon</u> if the window is open.

2 Select the group icon.

3 Choose Delete from the File menu.

4 Choose Yes to confirm the deletion.

   Remember, program item icons represent instructions for starting your applications. Deleting them does not remove any application or document files from your hard disk.

📁   Related Concept

📁   Keyboard Procedure

Changing Group Descriptions

You can change the description of a <u>group</u> at any time, without changing its contents. The description names the <u>group icon</u> and also appears in the title bar of the group window.

To change the description of a group:

1 <u>Minimize the group window</u> if it is open.
2 Select the group icon.
3 Choose Properties from the File menu.
4 Type a new description in the Description box.
5 Click OK.

📁   Related Concept
📁   Keyboard Procedure

Adding Items to a Group

You can add underline program items for underline applications and for underline documents to your Program Manager groups. Including more than 40 program items in a group is not recommended.

To add a program item to a group:

1 Select the group window or group icon for the new item.

2 Choose New from the File menu.

3 Select Program Item and click OK.

4 Type a name for the program item icon in the Description box.

   This description is optional. If you leave it blank, Program Manager names the icon for you with a suitable name. The name will appear beneath the icon in the group window.

5 Type the name of the program file in the Command Line box. (Include the extension and complete pathname for the file, if necessary.)

   If you don't know the filename, use the Browse button to locate it.

   Click   to see a sample Command Line entry for an application.

6 If you want to open a document when the application starts, type a space after the program's filename and type the filename of the document. (Include the extension and complete pathname for the file, if necessary.)

   If you don't know the filename, use the Browse button to locate it.

   Click   to see a sample Command Line entry for a document.

7 If you want to use a different icon from the one Program Manager automatically assigns, choose Change Icon (the Select Icon dialog box appears). Choose View Next to select the icon you want and then click OK.

8 Click OK.

    Related Topics

    Keyboard Procedure

Concept

[Group Contents](#)

Procedure

[Copying and Moving Program Items](#)

example

To add a Microsoft Excel program item from a directory named C:\EXCEL, you would type:

   c:\excel\excel.exe

You don't need to type the entire pathname if the location of the program file is included in the PATH= statement of your AUTOEXEC.BAT file or if the program file is in the current directory.

example

To add an Excel spreadsheet named 91BUDGET.XLS stored in C:\ADMIN\FY9, you would type:

   c:\excel\excel.exe   c:\admin\fy91\91budget.xls

If the document is in the same directory as the application, you don't have to repeat the pathname. For example, to include a spreadsheet located in the C:\EXCEL path, you would type:

   c:\excel\excel.exe   house.xls

Copying and Moving Program Items

In addition to adding new items, you can duplicate existing items and move items from one Program Manager group to another.

To copy a program item:

1 Open the group window that contains the program item you want to copy.

   Or open both group windows if you want to control the item's position in the destination group's window.

2 Hold down CTRL and drag the program item icon to the destination group's icon or window.

3 Release the mouse button and the CTRL key when the icon is on the destination group's icon or inside the destination group's window.

   Or release the mouse button and the CTRL key when the icon is still in the source group's window to repeat the program item in the same group.

To move a program item to another group:

1 Open the group window that contains the program item you want to move.

2 Drag the program item icon to the destination group's icon or window.

3 Release the mouse button when the icon is on top of the destination group's window or icon.

Related Topics

Keyboard Procedure

Concept

[Group Contents](#)

Procedure

[Adding Items to a Group Using File Manager](#)

Adding Items to a Group Using File Manager

You can add program items to Program Manager groups by dragging applications and associated documents from File Manager <u>directory windows</u>.

To add a program item using File Manager:

1 Position the group icon or resize the group window so that there's room for the File Manager window next to it.

2 Start File Manager and resize the window to fit in the space you allowed. ⊞

3   Open the directory window that contains the <u>program file</u> or <u>document file</u> you want to add to Program Manager.

4   Select the program file or the document file and drag it into Program Manager.

   As you drag the file, the mouse pointer turns into a black-and-white replica of the file's icon.

5 Drop the icon for the program or document into the Program Manager group window (or onto the group icon) by releasing the mouse button.

   Click ☐ to see an example.

This procedure has no keyboard equivalent.

☐   Related Topics

Concept

[Group Contents](#)

Procedures

[Adding Items to a Group](#)
[Opening Directory Windows](#)

hint

You can use the Tile command in Task List to automatically resize and arrange the windows for File Manager and Program Manager. Make sure no other applications are open as windows if you use this method. Double-click anywhere on the desktop (or press CTRL+ESC) to open Task List.

Deleting Items from Groups

When you delete a <u>program item</u> from a <u>group</u>, you remove the program item icon from the <u>group window</u> in Program Manager. The program file remains on your hard disk.

To delete a program item from a group:

1 Open the group window that contains the item you want to delete.

2 Select the program item icon.

3 Choose Delete from the File menu.

4 Choose Yes to confirm the deletion.

       Related Topics

       Keyboard Procedure

Concept

[Group Contents](#)

Procedure

[Adding Items to a Group](#)

Changing Item Properties

You can change the description, program filename, document filename, or icon for any program item.

To change the properties of a program item:

1 Select the program item icon.

2 Choose Properties from the File menu.

3 Make the desired changes.

4 Click OK.

Click ⬜ to see an example of the Properties dialog box and the options you can change.

⬜   Related Concept

⬜   Keyboard Procedure

Program Item Properties

Description: PBRUSH

Command Line: C:\MWINDOWS\PBRUSH.EXE

OK   Cancel   Browse...   Change Icon

Starting Applications from Groups

To start an application from a group:

1 Open the Program Manager window and open the group window that contains the application's program item icon.

2 Double-click the icon.

Or select the program item icon and choose Open from the File menu.

[folder icon]	Related Topics

[folder icon]	Keyboard Procedure

Concept

Procedure

Starting Applications with the Run Command

To start an application with the Run command:

1 Choose Run from the File menu in Program Manager.

2 Type the program filename, including the <u>pathname</u> and the <u>extension</u> if there is one.

   Or type a space and the document filename (including the pathname) after the program name if you want to open a document at the same time you start the application.

3 Select the Run Minimized check box if you want the application to shrink to an icon as soon as it starts.

4 Click OK.

    Related Topics

    Keyboard Procedure

Concept

[Ways to Start Applications](#)

Procedure

[Starting Applications from Groups](#)

Starting a Non-Windows Application from the DOS Prompt

In addition to running non-Windows applications from Program Manager, you can also run them directly from MS-DOS. That way, you can type in MS-DOS commands just as you would if you were not running Windows.

To start the DOS Prompt and start a non-Windows application:

1 Double-click the DOS Prompt icon in Program Manager's Main Group.

2 Type the MS-DOS command to start your application.

3 To return to Windows without exiting the application, press ALT+TAB.

Or, close the application and then type **exit** and press ENTER to exit the DOS Prompt and return to Windows.

📁   Related Topics

📁   Keyboard Procedure

Concept

[Ways to Start Applications](#)

Procedure

[Starting Applications from Groups](#)

Automatically Minimizing Program Manager

You can set Program Manager to shrink to an icon whenever you start an application. That places the Program Manager icon at the bottom edge of the desktop, making it easy to find when you want to switch back to Program Manager.

To minimize Program Manager whenever you start an application:

Choose Minimize on Use from the Options menu.

Keyboard Procedure

Returning to Program Manager

To start another <u>application</u> from Program Manager or end your session in Windows, you must first return to Program Manager.

You can return to Program Manager in one of these ways:

📁   If the Program Manager window is visible, click it.

📁   If the Program Manager icon is visible, double-click it.

📁   If Program Manager is not visible, double-click on the desktop (or press CTRL+ESC) to open <u>Task List</u>, and choose Program Manager from the list of running applications.

📁   Keyboard Procedure

Exiting Program Manager

Even when you run other applications, Program Manager remains running in the background. You exit Program Manager only when you are ready to exit Windows.

To exit Program Manager (and Windows):

1 Close all applications except Program Manager.

2 Choose Exit from the File menu.

   Windows displays a dialog box, asking if you're sure you want to end your Windows session.

3 Select the Save Changes option to save the changes you made in Program Manager.

   Click ⬜ to see an example of the Save Changes check box.

NOTE: Don't confuse this option with the Save Settings check box in File Manager.

4 Click OK.

⬜   Related Topics

⬜   Keyboard Procedure

Concept

Procedures

Save Changes saves the arrangement of group windows, group icons, and program item icons. The commands you selected from the Options menu will still be selected the next time you start Windows.

Program Manager Keys

To	Press
Move among items within a group window	arrow keys
Move among group windows and icons	CTRL+F6 or CTRL+TAB
Start the highlighted program	ENTER
Close the active group window	CTRL+F4
Exit Windows	ALT+F4

Program Manager Keyboard Procedures

Click a folder or topic title. Or to read
in the recommended order click the >> button.

📁———Working with Group Windows and Icons
📁———Creating and Deleting Groups
📁———Changing the Contents of a Group
📁———Starting Applications
📁———Exiting Program Manager (and Windows)

Program Manager Keyboard Procedures

Click a folder or topic title. Or to read
in the recommended order click the >> button.

📁——**Working with Group Windows and Icons**

    Opening Group Windows

    Minimizing Group Windows

    Arranging Group Windows

    Arranging Icons

    Switching Among Group Windows

📁——Creating and Deleting Groups

📁——Changing the Contents of a Group

📁——Starting Applications

📁——Exiting Program Manager (and Windows)

Program Manager Keyboard Procedures

Click a folder or topic title. Or to read
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📁———Working with Group Windows and Icons
📁———Creating and Deleting Groups

📁———Changing the Contents of a Group
📁———Starting Applications
📁———Exiting Program Manager (and Windows)

Working with Group Windows and Icons

Creating and Deleting Groups

Changing the Contents of a Group

Starting Applications

Starting Applications from Groups

Starting Applications with the Run Command

Starting a Non-Windows Application from the DOS Prompt

Automatically Minimizing Program Manager

Exiting Program Manager (and Windows)

📁
📁———Working with Group Windows and Icons
📁———Creating and Deleting Groups
📁———Changing the Contents of a Group
📁———Starting Applications
📁———Exiting Program Manager (and Windows)

Returning to Program Manager
Exiting Program Manager (and Windows)

Keyboard: Opening Group Windows

To open a group window:

Press CTRL+F6 (or CTRL+TAB) until the group icon is selected. Then press ENTER.

Or press ALT and then W to open the Window menu. Then press the number representing the group name you want.

Related Procedure

Mouse Procedure

Keyboard: Minimizing Group Windows

To minimize a group window:

1 [Select the group window](#).

2 Press ALT and then HYPHEN (-) to open the group's Control menu.

3 Press N.

    Related Procedure

    Mouse Procedure

Keyboard: Arranging Group Windows

To arrange group windows:

📁 Choose Cascade (SHIFT+F5) or Tile (SHIFT+F4).
📁 Related Concept
📁 Mouse Procedure

Keyboard: Arranging Icons

To arrange group icons:

1 Press CTRL+F6 (or CRTL+TAB) repeatedly until you select a group icon.

2 Press ALT and then HYPHEN (-) to open the group icon's Control menu.

3 Press M.

4 Use the ARROW keys to move the icon to a new location.

5 Press ENTER.

To arrange group icons automatically:

1 Press CTRL+F6 (or CRTL+TAB) repeatedly until you select a group icon.

2 Press ALT and then W.

3 Press A.

To arrange program item icons:

1 Press CTRL+F6 (or CTRL+TAB) repeatedly until you select the group window that contains the icons you want to arrange.

   Or skip this step if you've just resized a window and want to arrange the icons.

2 Press ALT and then W.

3 Press A.

To arrange program item icons automatically:

1 Press ALT and then O.

2 Press A.

Program Manager automatically arranges the program item icons every time you resize a group. A check mark appears next to Auto Arrange on the menu to let you know it is in effect.

Related Topics

Mouse Procedure

Concept

[Arrangement of Windows and Icons](#)

Procedure

[Changing the Spacing Between Icons](#)

Keyboard: Switching Among Group Windows

To switch among group windows:

Press ALT and then W. Then type the number from the Window menu that represents the group you want.

Or press CTRL+F6 (or CTRL+TAB) until the group window is selected.

Mouse Procedure

Keyboard: Creating Groups

To create a new group:

1 Press ALT and then F.

2 Press N.

3 Press the ARROW keys to select the Program Group option and press ENTER.

4 Type a description of the group in the Description box.

5 Press ENTER.

    Related Topics

    Mouse Procedure

Concept

[New Groups](#)

Procedure

[Adding Items to a Group](#)

Keyboard: Deleting Groups

To delete a group:

1 Press CTRL+F6 (or CTRL+TAB) until you select the icon for the group you want to delete.

   NOTE: If the group is open in a window, <u>minimize it</u>.

2 Press ALT and then F.

3 Press D.

4 Press Y to confirm the deletion.

     Related Concept

     Mouse Procedure

Keyboard: Changing Group Descriptions

To change the description of a group:

1 Press CTRL+F6 (or CTRL+TAB) until you select the icon for the group whose description you want to change.

   NOTE: If the group is open in a window, <u>minimize it</u>.

2 Press ALT and then F.

3 Press P.

4 Type a new description in the Description box.

5 Press ENTER.

    Related Concept

    Mouse Procedure

Keyboard: Adding Items to a Group

To add a program item and a document to a group:

1 Press CTRL+F6 (or CTRL+TAB) repeatedly until you select the group icon or group window.

2 Press ALT and then F.

3 Press N.

4 Press the ARROW keys to select the Program Item option and press ENTER.

5 Type a description of the program item in the Description box.

6 Press TAB and type the name of the program file in the Command Line box, including the extension and complete pathname required to locate the file, if necessary.

   Or press ALT+B and select the program filename. Then press ENTER.

7 Type a space after the program's filename and then type the name of the document if you want to include a document with the program item.

8 Press ALT+I if you want to select a different icon; then press ALT+N repeatedly to reach the icon you want and press ENTER.

9 Press ENTER.

🗀   Related Topics
🗀   Mouse Procedure

Concept

[Group Contents](#)

Procedure

[Copying and Moving Program Items](#)

Keyboard: Copying and Moving Program Items

To copy or move a program item to another group:

1 Press CTRL+F6 (or CTRL+TAB) until you select the group and then press ENTER to open the group window that contains the program item you want to copy.

2 Press the ARROW keys to select the program item's icon.

3 Press ALT and then F.

4 Press C to copy.

Or press M to move.

5 Type the name of the destination group.

Or press the DOWN ARROW key until you find the name.

6 Press ENTER.

 Related Topics

 Mouse Procedure

Concept

[Group Contents](#)

Procedure

[Adding Items to a Group Using File Manager](#)

Keyboard: Deleting Items from Groups

To delete a program item from a group:

1 Open or select the group window that contains the icon you want to delete.

2 Press the ARROW keys to select the program item icon.

3 Press ALT and then F.

4 Press D.

5 Press Y to confirm the deletion.

       Related Topics

       Mouse Procedure

Concept

[Group Contents](#)

Procedure

[Adding Items to a Group](#)

Keyboard: Changing Item Properties

To change the properties of a program item:

1 Press the ARROW keys to select the program item icon.

2 Press ALT and then F.

3 Press P.

4 Make the desired changes.

5 Press ENTER.

    Related Concept

    Mouse Procedure

Keyboard: Starting Applications from Groups

To start an application from a group:

1 Open or select the group window that contains the program item icon for the application you want to start.

2 Press the ARROW keys to select the program item icon.

3 Press ENTER.

       Related Topics

       Mouse Procedure

Concept

Procedure

Keyboard: Starting Applications with the Run Command

To start an application with the Run command:

1 Press ALT and then F.

2 Press R.

3 Type the pathname of the program file, including the extension if there is one.

   Or type a space and the document pathname after the program name to open a document at the same time you start the application.

4 Press TAB and then press the SPACEBAR to select Run Minimized if you want the application to shrink to an icon as soon as it starts.

5 Press ENTER.

📁   Related Topics

📁   Mouse Procedure

Concept

[Ways to Start Applications](#)

Procedure

[Starting Applications from Groups](#)

Keyboard: Starting a Non-Windows Application from the DOS Prompt

To start the DOS Prompt and start a non-Windows application:

1 Press the ARROW keys to select the DOS Prompt icon in the Program Manager Main Group.

2 Press ENTER.

3 Type the appropriate MS-DOS command.

4 Type **exit** and press ENTER to exit the DOS Prompt.

   Or leave MS-DOS running and switch to Windows.

📁   Related Topics
📁   Mouse Procedure

Concept

Procedures

Keyboard: Automatically Minimizing Program Manager

To minimize Program Manager whenever you start an application:

1 Press ALT and then O.

2 Press M.

Mouse Procedure

Keyboard: Returning to Program Manager

To return to Program Manager:

📁　　　Press ALT+ESC (or ALT+TAB) until you select the Program Manager window or icon.

Or press CTRL+ESC to display Task List, press the ARROW keys to choose Program Manager from the list of running applications, and press ENTER.

📁　　　Mouse Procedure

Keyboard: Exiting Program Manager

To exit Program Manager (and Windows):

1 Close all applications except Program Manager.

2 Press ALT and then F.

3 Press X.

4 Press TAB to move to Save Changes and press the SPACEBAR to select or clear its check box.

5 Press ENTER.

       Related Topics

       Mouse Procedure

Concept

When You Exit Program Manager

Procedure

Returning to Program Manager

Click different parts of the picture to get quick help on
Program Manager features.

Program Manager

File Options Window Help

Main

File Manager	Control Panel	Print Manager	Clipboard
DOS Prompt	Windows Setup	Read Me	HyperGuide

Accessories   Games

File Manager   Paintbrush - BIRD.BMP
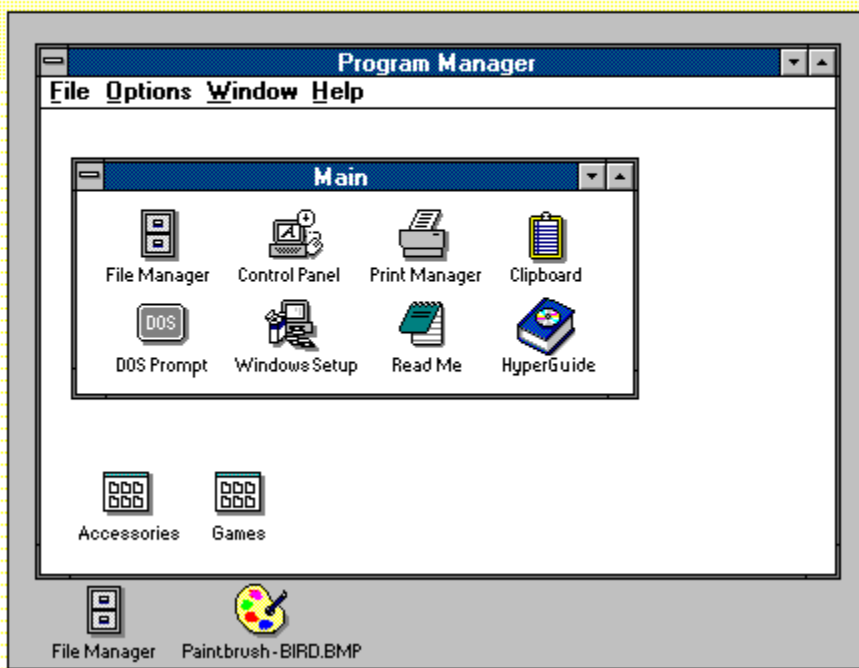
Program Manager

Your base of operations in Windows. It is both an application starter and an organizational tool. From Program Manager you can start applications by double-clicking icons. You can also arrange your applications and documents into groupings.

application Control-menu

Restore	Restores the application window to its former size.
Move	Moves the application window to another location.
Size	Changes the size of the application window.
Minimize	Shrinks the application window to an icon.
Maximize	Enlarges the application window to its maximum size.
Close	Closes the application window.
Switch To...	Starts Windows Task List.

title bar   Program Manager ▼ ▲

Contains the title of the application running in the window, in this case Program Manager.

Drag the title bar to move the window.

Minimize button

Click the Minimize button to shrink the Program Manager window to an icon.

Maximize button

Click the Maximize button to enlarge the Program Manager window to its maximum size.

File menu

File	
New...	Creates a new program item or a new group.
Open	Starts an application or document, or restores a group window.
Move...	Moves a program item from one group into another.
Copy...	Copies a program item into another group.
Delete	Removes the selected program item in the selected group.
Properties...	Changes elements of the selected program item or group.
Run...	Starts an application (and opens a document if you want).
Exit Windows...	Exits Program Manager and ends your Windows session.

Options menu

Options	
<u>A</u>uto Arrange	Automatically arranges icons when you resize a group window.
<u>M</u>inimize on Use	Minimizes Program Manager whenever you start an application.

Window menu

Window	
<u>C</u>ascade	Arranges group windows so that each title bar shows.
<u>T</u>ile	Arranges group windows equally within the workspace.
<u>A</u>rrange Icons	Redistributes icons to fit evenly in the open window.
<u>1</u> Main	Selects the Main group window.
<u>2</u> Accessories	Selects the Accessories group window.
<u>3</u> Games	Selects the Games group window.

Help menu

Help	
Index	Displays an alphabetical list of all Help topics.
Keyboard	Displays Help on Program Manager key combinations.
Basic Skills	Displays Help on basic Windows skills.
Commands	Displays Help on Program Manager commands.
Procedures	Displays Help on Program Manager procedures.
Glossary	Displays the Windows Help glossary.
Using Help	Displays information about Windows Help.
About Program Manager...	Displays important information about Windows 3.0.

menu bar | File   Options   Window   Help |
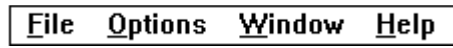
Contains the names of all the Program Manager menus.
Click a menu name to display commands.

document Control-menu

Restore	Restores the group window to its former size.
Move	Moves the group window to another location.
Size	Changes the size of the group window.
Minimize	Shrinks the group window to an icon.
Maximize	Enlarges the group window to its maximum size.
Close **Ctrl+F4**	Closes the group window.
Next **Ctrl+F6**	Switches to the next open group window.

group window title bar
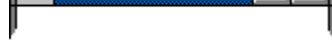
Contains the title of the open group window.
Drag the title bar to move the window.

Minimize button

Click the Minimize button to shrink the group window to an icon.

Maximize button

Click the Maximize button to enlarge the group window to its maximum size.

program item icon   Clipboard

Represents an application or a document.
Double-click a program item icon to start an application or open a document.

group window

Displays the program items in a group.

You can create groups and organize your applications to match the way you work. You can change the contents of a group by adding or deleting program items.

group icon   Accessories

Represents a group.

Double-click a group icon to open it.

window border

The outside edge of a window.

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

application window

The main window for an application, in this case the Program Manager window. The Program Manager application window contains group windows.

application icon   Paintbrush - BIRD.BMP

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 background on which windows, icons, and dialog boxes appear.

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

Windows Glossary

Click a button or term.
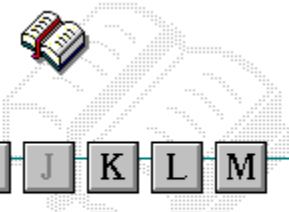
A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

Windows Glossary

Click a button or term.

| A | B | C | D | E | F | G | H | I | J | K | L | M |

| N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

A

386 enhanced mode
active
active printer
animation
application
application icon
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AUTOEXEC.BAT

B

C

cascading menu

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CONFIG.SYS

Contents button

Control menu

Control-menu box

conventional memory

cutout

D

data bits	Directory Tree window
default button	directory window
default printer	disk-drive icon
desktop	display box
desktop pattern	document
destination directory	document file
device contention	document window
device driver	DOS
dialog box	drag
directory path	drop-down list box
Directory Tree	

E

error-checking
expand
expanded memory
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extended synthesizer
extension

F

G

H

icon
insertion point
International MIDI Association

No defined terms.

K

keymaps
keyword
kilobyte

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

N

[network printer](#)
[network queue](#)
[network server](#)
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open
option button

P

parity	print option
palette	printer-driver file
patch	printer font
patchmaps	printer queue information line
pathname	program file
picture elements	program information file (PIF)
pixels	program item
playlist	program item icon
pointer	
port	

Q

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

Up button

V

vector font
virtual memory
volume label

W

X

No defined terms.

Y

No defined terms.

Z

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   Back

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 ⌐🗀 LETTERS

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

Scroll

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   OK

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.

Application Control-menu box

Document Control-menu box
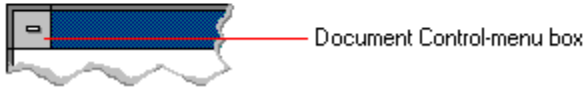
conventional memory

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   OK

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

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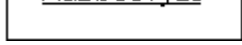
A display box is not an option, but a type of text box that shows an example of another option you have selected, in this case a sample of the 10 pt, underlined, Helvetica font.

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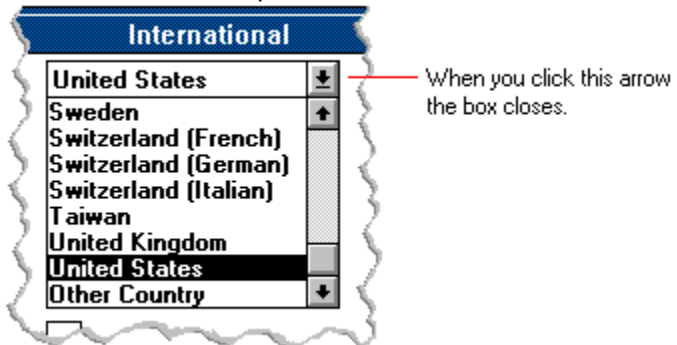
NOTE: When the list is longer than the box, scroll bars are provided.

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 Wiindows.

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 **History**

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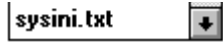
A box within a dialog box that lists available choices--for example, the list of all available files in a directory. If all the choices don't fit in the box, there will be a vertical scroll bar to the right of the list box. In some list boxes, you can select more than one item.

local printer

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

2   Calendar - SCHEDULE.CAL   6K   12:10 AM 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   √<u>M</u>inimize 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　　　File　Options　Window　Help
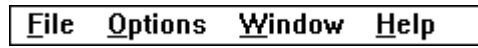
The horizontal bar containing the names of an application's menus. It appears just under the title bar.

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 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   Search

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.
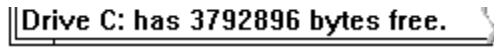
spin box

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 bar   Drive C: has 3792896 bytes free.

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: ***.TXT**

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 sytem. 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

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.