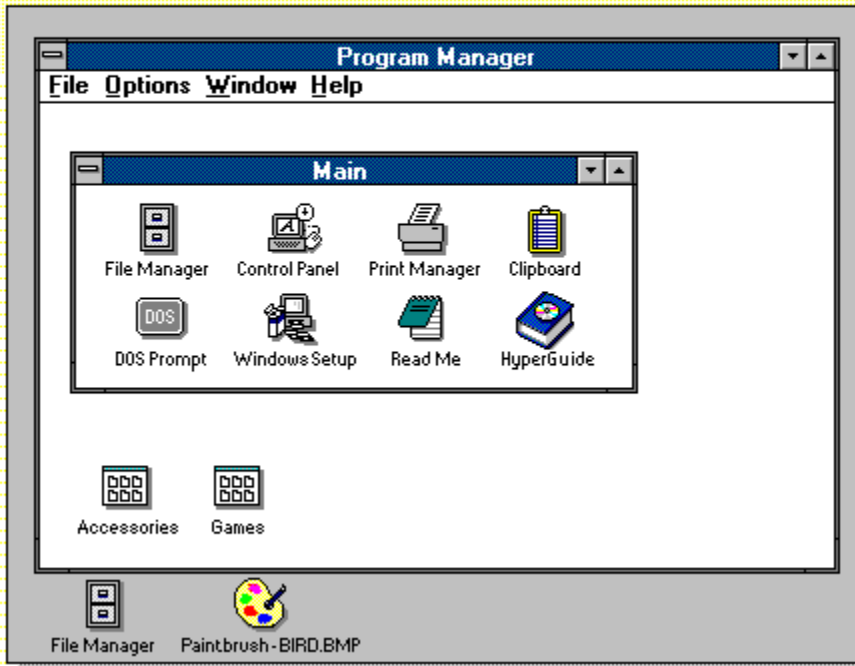


Click different parts of the picture to get quick help on Program Manager features.



**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



<b>R</b> estore
<b>M</b> ove
<b>S</b> ize
<b>M</b> inimize
<b>M</b> aximize
<b>C</b> lose
<b>S</b> witch To...

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



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**

**Auto Arrange**

**Minimize on Use**

Automatically arranges icons when you resize a group window.

Minimizes Program Manager whenever you start an application.



## Window menu

### **Window**

**C**ascade

Arranges group windows so that each title bar shows.

**T**ile

Arranges group windows equally within the workspace.

**A**rrange Icons

Redistributes icons to fit evenly in the open window.

**1** Main

Selects the Main group window.

**2** Accessories

Selects the Accessories group window.

**3** Games

Selects the Games group window.

**Help menu**



**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



<b>R</b> estore	
<b>M</b> ove	
<b>S</b> ize	
<b>M</b> inimize	
<b>M</b> aximize	
<b>C</b> lose	<b>Ctrl+F4</b>
<b>N</b> ext	<b>Ctrl+F6</b>

Restores the group window to its former size.

Moves the group window to another location.

Changes the size of the group window.

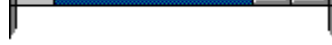
Shrinks the group window to an icon.

Enlarges the group window to its maximum size.

Closes the group window.

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.



