





What Is the Clipboard?

Using the Clipboard

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## What Is the Clipboard?

The Windows Clipboard is a temporary storage location you use when you want to exchange information between documents. The Clipboard is available to all applications you are running with Windows.

The data exchange can be made within the same application or between applications. You can exchange information between a Windows application and a non-Windows application and between the various Windows modes.

In addition to transferring information, you can view the contents of the Clipboard and save the contents to a files.

Related Procedures

## **Concepts**

[Using the Clipboard with Windows Applications](#)

[Windows Modes](#)

## **Procedures**

[Saving Clipboard Files](#)

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## How Does the Clipboard Work?

Suppose you are creating a flyer for the company picnic. You composed the text for the invitation in your word processing application and drew a map in your drawing application.

Instead of printing both pieces and then cutting the map and pasting it into the invitation with scissors and glue, you can do it electronically, like this:

Keep in mind that you do not need to start the Clipboard when you want to place information on the Clipboard or paste from the Clipboard. In the above example, you would choose Paintbrush's Copy command, and the map would be automatically placed on the Clipboard. In Write, you would then choose Paste, and the map would be automatically pasted from the Clipboard.

You can paste the information into the destination whenever you want, and you can paste the information repeatedly. The Clipboard retains its contents until you:

- Cut or copy another piece of information.

- Clear the Clipboard.

- Exit from Windows.

You can also capture an entire screen or an entire window of information. The Clipboard takes a "snapshot" that it converts to a bitmap file (.BMP). When pasting information captured in this way, make sure the destination can recognize the .BMP format.

Related Procedures

## **Procedures**

[Copying, Cutting, and Pasting with Windows Applications](#)

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## Using the Clipboard with Windows Applications

When you use Windows applications, you can cut or copy selected information onto the Clipboard. You can also copy an image of the entire desktop or of a single window.

Windows applications recognize text, graphics, or both. The Clipboard will hold the information without changing its format.

When you paste the information, the second application determines its format. Make sure that the application you want to paste into will recognize the information you want to paste.

For example, Word for Windows can use text and graphics. You can select and copy both to the Clipboard. If you paste both into Notepad, Notepad does not paste the graphic. Notepad recognizes only text.

Related Procedure

## Using the Clipboard with Non-Windows Applications

The method you use to cut and paste with non-Windows applications depends on which mode Windows is using.

In standard or real mode, you can only copy the entire screen. You can paste graphics or unformatted text into the non-Windows application.

In 386 enhanced mode, you can copy selected text or graphics, a window, or the entire screen. You can paste graphics or unformatted text.

**NOTE:** To find out which mode you are using, choose About Program Manager from the Program Manager Help menu.

Related Procedures

## **Procedures**

[Copying with Non-Windows Applications](#)

[Copying the Window or Screen with Non-Windows Applications](#)

[Pasting into a Full-Screen, Non-Windows Application](#)

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## Using the Clipboard in Standard or Real Mode

When you are running a non-Windows application in standard or real mode, you can:

- Copy only the entire screen to the Clipboard.

- Paste unformatted text into the non-Windows application.

- Paste graphics into non-Windows applications that recognize bitmap files (.BMP).

Related Procedures

## **Procedures**

[Copying with Non-Windows Applications](#)

[Copying the Window or Screen with Non-Windows Applications](#)

[Pasting into a Full-Screen, Non-Windows Application](#)

## Using the Clipboard in 386 Enhanced Mode

Since you can run a non-Windows application in a window on the desktop, you can copy selected text or graphics, a window, or the entire screen onto the Clipboard.

The Control menu for any non-Windows application you are running in a window has special Edit commands you use for selecting information and for copying it onto the Clipboard.

When you copy text or graphics, the Clipboard holds unformatted text or bitmapped graphics (.BMP). You can paste the information into any application that will recognize the .BMP format.

When you paste text into a non-Windows application, the Clipboard cannot paste text formats. All formatting will be lost.

Related Procedures

**hint**

Pressing ALT+ENTER toggles a non-Windows application between running full-screen and running in its own window on the desktop.

## Viewing and Saving Information on the Clipboard

The Windows Clipboard is always running in the background, ready to store whatever you transfer. You can open the Clipboard by choosing its icon from the Main Group in Program Manager.

### **Viewing**

With the Clipboard open, you can view its contents to make sure you captured the exact information you want to transfer.

The Clipboard displays its contents in the formats supported by the original application. Some applications support more than one format. If so, you can view the Clipboard contents in the supported formats when you open the Clipboard.

### **Saving**

With the Clipboard open, you can save the contents to a file, and then retrieve the file to view or paste later. A file saved in this way is a Clipboard file and can be read only by the Clipboard application.

Related Procedures



## **Procedures**

[Saving Clipboard Files](#)

[Viewing the Clipboard Contents in Other Formats](#)











## Open Command

Opens a Clipboard file and shows the contents in the Clipboard window.

Use this command to load text or an image that you previously saved as a Clipboard file. Once the file is loaded onto the Clipboard, you can view the contents or paste them into a document.

Related Procedure

## Save As Command

Saves the Clipboard contents in a file.

Use this command to save text or an image you later might want to retrieve and paste from the Clipboard into a document.

Related Procedure



## Exit Command

Exits the Clipboard and closes the Clipboard window.

## Delete Command

Deletes the contents of the Clipboard window.

If you need more memory to run an application, you can clear the Clipboard contents with this command. Since the Clipboard stores information in multiple formats, you might free memory by clearing the Clipboard contents.

Related Procedure

## Auto Command

Displays the Clipboard contents in the format used when the contents were placed on the Clipboard.  
Use Auto to view the contents in their original format after changing them with one of the format names on the Display menu.

Related Procedure

## Format Names

Displays the Clipboard contents in a specified format.

Choosing one of the format names on the Display menu changes the format of the Clipboard contents. Use this feature to view the contents in another format.

Changing formats does not affect the format the Clipboard uses when it pastes the contents into an application. The Clipboard uses the format most appropriate for the application.

Related Procedure



Transferring Information

Working with the Clipboard Contents

Opening and Saving Files

## Transferring Information

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## Working with the Clipboard Contents

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## Copying, Cutting, and Pasting with Windows Applications

Information you cut or copy onto the Clipboard remains there until you clear the Clipboard, cut or copy another piece of information onto it, or exit from Windows. Since the Clipboard retains its contents until you change them, you can paste the information into the destination whenever you want, and you can paste the same information repeatedly.

The Cut, Copy, and Paste commands found in most Windows applications let you copy or move information within a document, between documents, or between applications. You can also copy an image of the entire screen or a single application window.

### **To copy or move information:**

- 1 Select the text, the graphics, or a combination of the two.  
For procedures on selecting information, see Help for the application you're using.
- 2 Choose Copy or Cut from the Edit menu.  
The Cut command removes the information from the application and places it on the Clipboard.  
The Copy command places a copy of the information on the Clipboard, leaving the original information unchanged.
- 3 Place the insertion point where you want the information to appear.  
Or select text you want to replace.  
Or move to another document or application. Then place the insertion point or select text.  
Some Windows applications recognize text files, others recognize graphics, and several recognize text and graphics. The Paste command will be unavailable if the application does not recognize the format of the information.
- 4 Choose Paste from the Edit menu.  
Windows copies the information to the location marked by the insertion point or replaces selected text with the information.

### **To copy the contents of the active window onto the Clipboard:**

Press ALT+PRINT SCREEN.

Windows takes a "snapshot" of the active window and places it on the Clipboard.

ALT+PRINT SCREEN creates a bitmap of the active window. Not all applications can read bitmap files (.BMP). Make sure the application you want to paste information into can recognize the bitmap format.

### **To copy the contents of the entire screen onto the Clipboard:**

Press PRINT SCREEN.

Windows takes a "snapshot" of the screen contents and places it on the Clipboard.

PRINT SCREEN creates a bitmap of the entire screen. Not all applications can read bitmap files (.BMP). Make sure the application you want to paste information into can recognize the bitmap format.

Keyboard Procedure

**hint**

If ALT+PRINT SCREEN does not work, try SHIFT+PRINT SCREEN. Older keyboards might not recognize ALT+PRINT SCREEN.

**hint**

If the procedure does not copy the screen onto the Clipboard, your keyboard is probably an older, unenhanced model. Try the following key combinations to copy the screen: ALT+PRINT SCREEN or SHIFT+PRINT SCREEN.

## Copying with Non-Windows Applications

When running a non-Windows application in a window, you can copy selected information onto the Clipboard. (To run a non-Windows application in a window, you must run Windows in 386 enhanced mode. If you are running Windows in standard mode or real mode, a non-Windows application can run full-screen only.)

Information you cut or copy onto the Clipboard remains there until you clear the Clipboard, cut or copy another piece of information onto it, or exit from Windows.

### **To copy selected information:**

- 1 Drag the mouse pointer across the information you want to copy.
- 2 Open the Control menu and choose Edit.  
A cascading menu opens.
- 3 Choose Copy.

[Related Procedures](#)

[Keyboard Procedure](#)

## **Procedures**

[Pasting into a Full-Screen, Non-Windows Application](#)

[Pasting into a Windowed, Non-Windows Application](#)

**hint**

If you aren't sure which mode Windows is running in, open the Program Manager window and choose About Program Manager from the Help menu.

## Copying the Window or Screen with Non-Windows Applications

When running a non-Windows application in a window, you can copy the window or the entire screen onto the Clipboard. When running a full-screen application, you can copy only the entire screen onto the Clipboard. (To run a non-Windows application in a window, you must run Windows in 386 enhanced mode. If Windows is running in standard mode or real mode, a non-Windows application can run full-screen only.)

Information you cut or copy onto the Clipboard remains there until you clear the Clipboard, cut or copy another piece of information onto it, or exit from Windows.

### **To copy the contents of the active window onto the Clipboard:**

Press ALT+PRINT SCREEN.

Windows takes a "snapshot" of the active window and places it on the Clipboard.

ALT+PRINT SCREEN creates a bitmap of the entire screen. Not all applications can read bitmaps files (.BMP). Make sure the application you want to paste information into can recognize the bitmap format.

### **To copy the contents of the entire screen onto the Clipboard:**

Press PRINT SCREEN.

Windows takes a "snapshot" of the screen contents and places it on the Clipboard.

PRINT SCREEN creates a bitmap of the entire screen. Not all applications can read bitmaps files (.BMP). Make sure the application you want to paste information into can recognize the bitmap format.

This procedure works only for non-Windows applications that are not running in graphics mode.

[Related Procedures](#)

[Keyboard Procedure](#)



## **Procedures**

[Pasting into a Full-Screen, Non-Windows Application](#)

[Pasting into a Windowed, Non-Windows Application](#)

## Pasting into a Full-Screen, Non-Windows Application

You can paste only unformatted text into a non-Windows application. If you paste formatted text, the formatting will be lost.

### **To paste into a full-screen application:**

- 1 Copy the information onto the Clipboard.
- 2 Start or select the destination application.
- 3 Place the insertion point where you want the information to appear.
- 4 Press ALT+ESC to shrink the non-Windows application to an icon.

The non-Windows application appears as an icon at the bottom of the Windows desktop.

- 5 Click the icon of the destination application to open its Control menu.
- 6 Choose Paste.

Or select the Edit cascading menu from the Control menu if you are running the application in 386 enhanced mode. Then choose Paste.

The information is pasted into the destination one character at a time, as if you were typing it.

Keyboard Procedure

## Pasting into a Windowed, Non-Windows Application

You can paste only unformatted text into a non-Windows application. If you paste formatted text, the formatting will be lost.

### **To paste into a windowed application:**

- 1 Copy the information onto the Clipboard.
- 2 Start or select the destination application.
- 3 Place the insertion point where you want the information to appear.
- 4 Open the Control menu and choose Edit.

A cascading menu opens.

- 5 Choose Paste.

The information is pasted into the destination one character at a time, as if you were typing it.

Keyboard Procedure

## Freeing Memory by Clearing the Clipboard

If you need more memory to run an application, you can clear the Clipboard contents. Since the Clipboard stores information in multiple formats, you might free memory by clearing the Clipboard contents.

### **To clear the Clipboard contents:**

- 1 Switch to (or open) the Clipboard.
- 2 Choose Delete from the Edit menu.
- 3 Click OK to confirm the deletion.

Keyboard Procedure

## Viewing the Clipboard Contents

You can open the Clipboard and look at its contents. Once the Clipboard is open, you can save the contents to a file, retrieve Clipboard files, or remove the current Clipboard contents.

### **To view the Clipboard contents:**

Double-click the Clipboard icon in the Main Group window in Program Manager.

The Clipboard sometimes has to change the line length of the information you copy or cut so that all of it is included in the Clipboard window. When you paste from the Clipboard into the destination application, the information you copied or cut will be intact.

[Related Procedure](#)

[Keyboard Procedure](#)

## Viewing the Clipboard Contents in Other Formats

The Clipboard accepts a number of different text and graphics formats. You can view the information on the Clipboard in any of the formats that were supplied by the original application. These formats are listed on the Display menu in the Clipboard.

The application you paste the information into determines which format to use. Typically, if there are several choices, the application chooses the format that provides the most information.

**To view the Clipboard contents in another format:**

Choose a format name from the Display menu.

**To return to the first format that was displayed:**

Choose Auto from the Display menu.

Keyboard Procedure

## Saving Clipboard Files

You can save the contents of the Clipboard to a file and then open the file to view or paste later. The file you save can be read only by the Clipboard.

### To save a file:

- 1 [Open](#) the Clipboard if it is not already open.
- 2 Choose Save As from the File menu.
- 3 If you want to save the file as DEFAULT.CLP, click OK.

If you want to save the file under a different name and in the current directory, type the filename, including a filename [extension](#) if you want to specify one.

The .CLP extension is automatically assigned to the filename if you don't specify an extension. If you specify an extension, it overrides any automatic extension.

If you want to save the file in a different directory, double-click its name in the Directories box. Then type the filename.

- 4 Click OK.

Related Procedures

Keyboard Procedure

## **Procedures**

[Browsing Through the Directories List Box](#)

[Opening Clipboard Files](#)



**hint**

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

**hint**

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

## Opening Clipboard Files

### To open a file:

- 1 [Open](#) the Clipboard if it is not already open.
- 2 Choose Open from the File menu.
- 3 If the file is in the current directory, double-click the name of the file in the Files box.  
If the file is not in the current directory, double-click the directory you want in the Directories box. Then double-click the name of the file in the Files box.

[Related Procedures](#)

[Keyboard Procedure](#)

## **Procedures**

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**hint**

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

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



**To****Press**

Delete the selected item and place it on the Clipboard.

SHIFT+DEL

Insert contents from the Clipboard into the active window.

SHIFT+INS

Or, in Terminal, send the Clipboard contents to the remote system.

Make a copy of the selected text and place it on the Clipboard.

CTRL+INS

Copy the contents of the entire screen onto the Clipboard.

PRINT SCREEN

Copy the contents of the active window onto the Clipboard.

ALT+PRINT  
SCREEN

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## Keyboard: Copying, Cutting, and Pasting with Windows Applications

### **To copy or cut information:**

- 1 Select the information. Then press CTRL+INS to copy information or press SHIFT+DEL to cut information.  
Or press ALT+PRINT SCREEN to copy the active window.  
Or press PRINT SCREEN to copy the entire screen.
- 2 Place the insertion point where you want the information to appear.  
Or move to another document or application. Then place the insertion point.
- 3 Press SHIFT+INS.

[Related Topics](#)

[Mouse Procedure](#)

## **Keys**

[Movement Keys](#)

## **Procedure**

[Selecting Text](#)

## Keyboard: Copying with Non-Windows Applications

### **To copy selected information:**

- 1 Press ALT+SPACEBAR.
- 2 Press E.
- 3 Press K.
- 4 Use the ARROW keys to move the insertion point to the first character you want to select.
- 5 Press SHIFT+ARROW keys to select the information.
- 6 Press ALT+SPACEBAR.
- 7 Press E.
- 8 Press Y.

[Related Procedures](#)

[Mouse Procedure](#)

## **Procedures**

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## Keyboard: Copying the Window or Screen with Non-Windows Applications

**To copy the contents of the active window or the entire screen onto the Clipboard:**

Press ALT+PRINT SCREEN to copy the window.

Or press PRINT SCREEN to copy the entire screen.

[Related Procedures](#)

[Mouse Procedure](#)



## **Procedures**

[Pasting into a Full-Screen, Non-Windows Application](#)

[Pasting into a Windowed, Non-Windows Application](#)

## Keyboard: Pasting into a Full-Screen, Non-Windows Application

### **To paste into a full-screen application:**

- 1 Copy the information onto the Clipboard.
- 2 Start or select the application.
- 3 Place the insertion point where you want the information to appear.
- 4 Press ALT+ESC to shrink the non-Windows application to an icon.
- 5 Press ALT+ESC until you select the destination application's icon.
- 6 Press ALT+SPACEBAR.
- 7 Press P.  
Or type E and then type P if you are running the application in 386 enhanced mode.

[Related Procedures](#)

[Mouse Procedure](#)

## **Procedures**

[Selecting Windows or Icons](#)

[Starting Applications](#)

## Keyboard: Pasting into a Windowed, Non-Windows Application

### **To paste into a windowed application:**

- 1 Copy the information onto the Clipboard.
- 2 Start or selects the application.
- 3 Place the insertion point where you want the information to appear.
- 4 Press ALT+SPACEBAR.
- 5 Press E.
- 6 Press P.

[Related Procedures](#)

[Mouse Procedure](#)

## **Procedures**

[Selecting Windows or Icons](#)

[Starting Applications](#)

## Keyboard: Freeing Memory by Clearing the Clipboard

### **To clear the Clipboard contents:**

- 1 Switch to (or open) the Clipboard.
- 2 Press ALT and then E.
- 3 Press D.
- 4 Press ENTER to confirm the deletion.

Mouse Procedure

## Keyboard: Viewing the Clipboard Contents

### **To view the Clipboard contents:**

Choose the Clipboard icon from the Main Group window in Program Manager.

[Related Procedure](#)

[Mouse Procedure](#)

## Keyboard: Viewing the Clipboard Contents in Other Formats

### **To view the Clipboard contents in another format:**

- 1 Press ALT and then D.
- 2 Press the underlined letter associated with a format name.

### **To return to the first format in which the Clipboard contents were displayed:**

- 1 Press ALT and then D.
- 2 Press A.

Mouse Procedure



## Keyboard: Saving Clipboard Files

### To save a file:

1 [Open](#) the Clipboard if it is not already open.

2 Press ALT and then F.

3 Press A.

4 If you want to save the file as DEFAULT.CLP, press ENTER.

If you want to save the file under a different name and in the current directory, type the filename, including a filename extension if you want to specify one.

If you want to save the file in a different directory, press ALT+D and use the UP ARROW or DOWN ARROW key to select a directory, and press ENTER. Then press ALT+N and type the filename.

5 Press ENTER.

[Related Procedure](#)

[Mouse Procedure](#)

**hint**

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

**hint**

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

## Keyboard: Opening Clipboard Files

### To open a file:

- 1 [Open](#) the Clipboard if it is not already open.
- 2 Press ALT and then F.
- 3 Press O.
- 4 If the file is in the current directory, press ALT+F and use the UP ARROW or DOWN ARROW key to select the file.

If the file is not in the current directory, press ALT+D, use the UP ARROW or DOWN ARROW key to select a drive or directory, and press ENTER. Then press ALT+F and use the UP ARROW or DOWN ARROW key to select the file.

- 5 Press ENTER.

[Related Procedures](#)

[Mouse Procedure](#)

## **Procedures**

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**hint**

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

**hint**

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







**Clipboard**

A temporary storage location you use when you want to exchange information between documents. The Clipboard is available to all applications you are running with Windows.

**application Control-menu**

**title bar**

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

Drag the title bar to move the window.

**Minimize button**

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

**Maximize button**

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

**File menu**

**Edit menu**



**Display menu**

**Help menu**

**menu bar**

Contains the names of all the Clipboard menus.

Click a menu name to display commands.

**scroll arrow**

An arrow on either end of a scroll bar used to move the contents of the window or list box into view.

Click a scroll arrow to move the contents into view.

**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 for moving the contents of the window or list box.

Click a scroll bar to move the contents one screen.

**scroll box**

A box used to move quickly to a particular location in a file or list.

Drag the scroll box to move to another location.

**Clipboard contents**

Shows the text or graphics you copied onto the Clipboard. Once on the Clipboard, the contents are ready to be pasted into another application.

**application window**

The main window for an application, in this case the Clipboard window. The Clipboard application window can contain text or graphics copied from another application.



**window border**

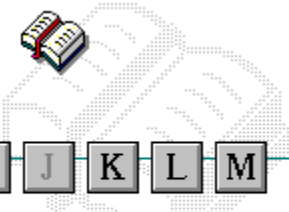
The outside edge of a window.

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



# Windows Glossary

Click a button or term.



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- [B](#)
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- [E](#)
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## Windows Glossary

Click a button or term.



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

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## Windows Glossary

Click a button or term.



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### B

[<< button](#)

[>> button](#)

[Back button](#)

[base-level synthesizer](#)

[batch file](#)

[baud rate](#)

[bitmap](#)

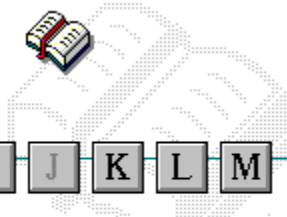
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# Windows Glossary

Click a button or term.



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## C

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[check box](#)

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[cutout](#)

# Windows Glossary

Click a button or term.



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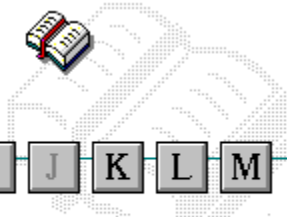
[DOS](#)

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[drop-down list box](#)

## Windows Glossary

Click a button or term.



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E

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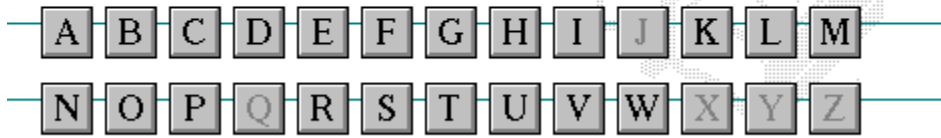
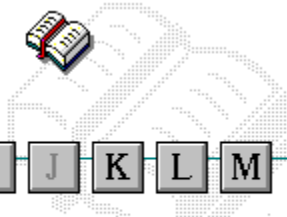
[extended synthesizer](#)

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## Windows Glossary

Click a button or term.



F

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## Windows Glossary

Click a button or term.



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### G

General MIDI Mode standard

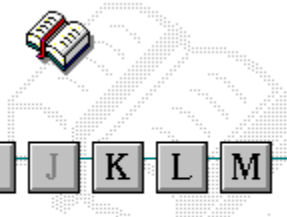
group

group icon

group window

## Windows Glossary

Click a button or term.



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

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H

[History button](#)

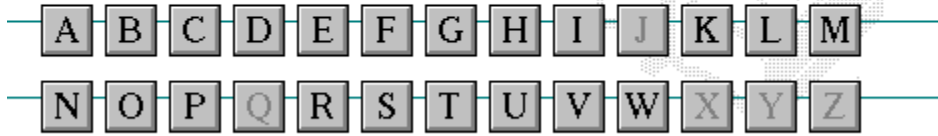
[hotspot](#)

[hue](#)

[HyperGuide button bar](#)

## Windows Glossary

Click a button or term.



I

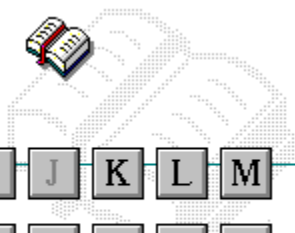
[icon](#)

[insertion point](#)

[International MIDI Association](#)

## Windows Glossary

Click a button or term.



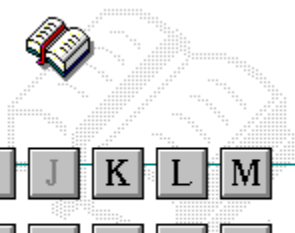
A	B	C	D	E	F	G	H	I	J	K	L	M
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J

No defined terms.

## 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

### K

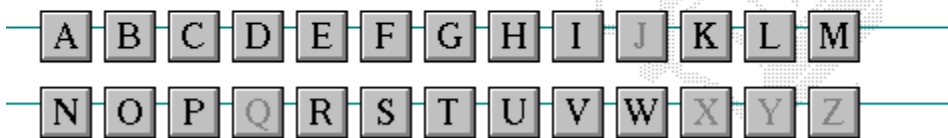
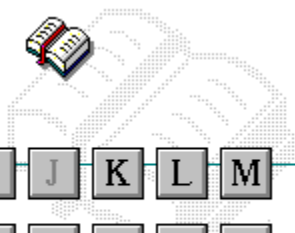
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## Windows Glossary

Click a button or term.



### L

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- [local printer](#)
- [local queue](#)
- [luminosity](#)

## Windows Glossary

Click a button or term.



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### M

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[Maximize button](#)

[Media Control Interface](#)

[memory](#)

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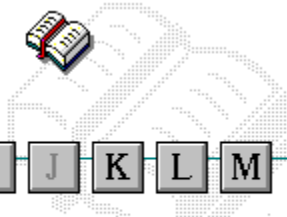
[Multimedia PC](#)

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## Windows Glossary

Click a button or term.



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

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N

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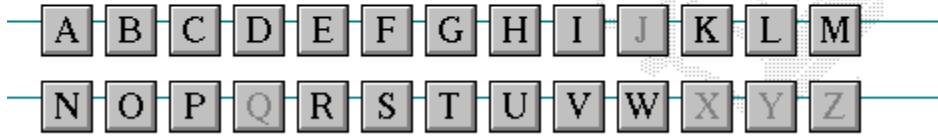
[network queue](#)

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## Windows Glossary

Click a button or term.



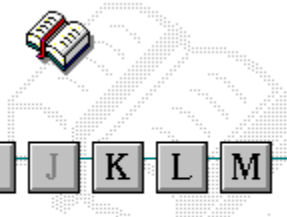
O

[open](#)

[option button](#)

# Windows Glossary

Click a button or term.



[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)

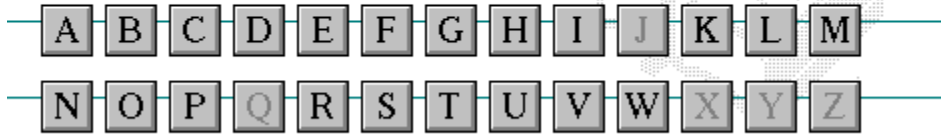
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## P

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[program item icon](#)

## Windows Glossary

Click a button or term.



Q

No defined terms.

## Windows Glossary

Click a button or term.



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

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### R

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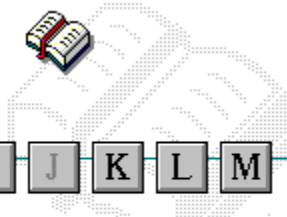
[real mode](#)

[Restore button](#)

[root directory](#)

# Windows Glossary

Click a button or term.



[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)

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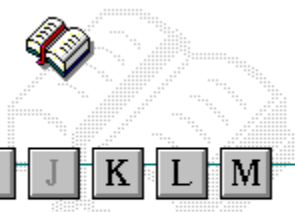
[status bar](#)

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## Windows Glossary

Click a button or term.



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

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### T

[Task List](#)

[text box](#)

[text file](#)

[title](#)

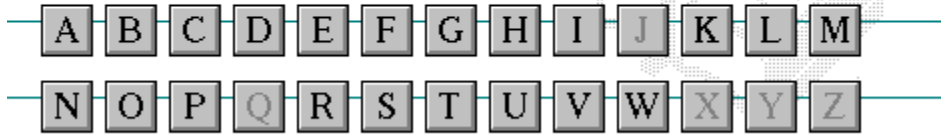
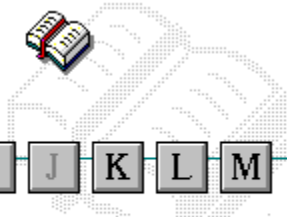
[title bar](#)

[topic](#)

[track](#)

## Windows Glossary

Click a button or term.



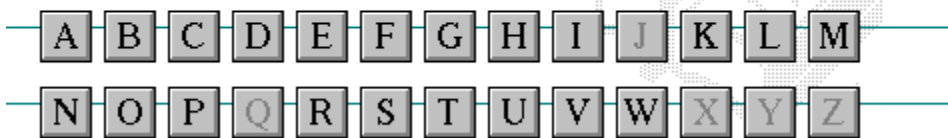
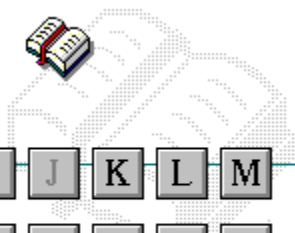
U

Up button



## Windows Glossary

Click a button or term.



### V

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## Windows Glossary

Click a button or term.



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### W

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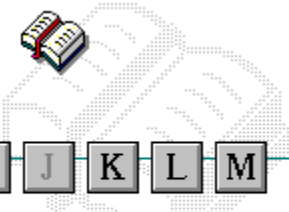
[window border](#)

[Windows application](#)

[wrap](#)

# Windows Glossary

Click a button or term.



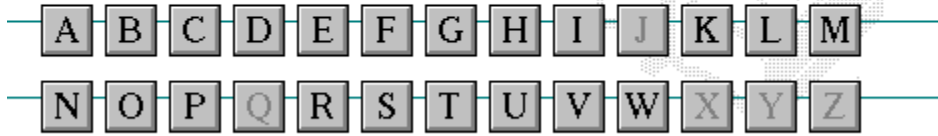
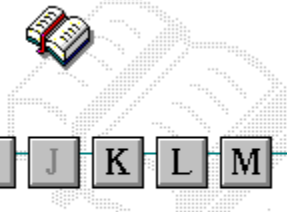
A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

X

No defined terms.

## Windows Glossary

Click a button or term.



Y

No defined terms.

## 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

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**

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

**base-level synthesizer**

One of the two types of synthesizers accommodated by Windows.

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

**batch file**

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

**baud rate**

Signalling speed measured by the number of signals per second.

**bitmap**



An image stored as an array of bits.

**branch**



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

**browse**

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



**byte**

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

## **cascading menu**



A menu that opens from a command on another menu.

**CD-ROM**

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

**channel**

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

**check box**



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

**choose**

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

## **Clipboard**



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

**close**

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



**collapse**

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

**command**



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

**command button**

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

**command line**

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

**complementary color**

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

**compound device**

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

**CONFIG.SYS**

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

**Contents button**



Displays the HyperGuide contents.



## Control menu

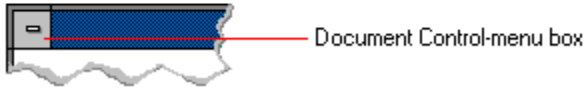


The menu in the upper-left corner of a window. The Control menu appears on every application that runs in a window and on some non-Windows applications. Document windows, icons, and some dialog boxes also have Control menus.

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

## Control-menu box

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



**conventional memory**

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

**cutout**



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

**data bits**

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

**default button**



The command button in some dialog boxes that is automatically selected or chosen by Windows as the most logical or safest choice. The default button has a bold border, indicating that it will be chosen if you press ENTER. You can override a default button by choosing Cancel or another command button.

**default printer**

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

**desktop**

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



**desktop pattern**

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

**destination directory**

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

**device contention**

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

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

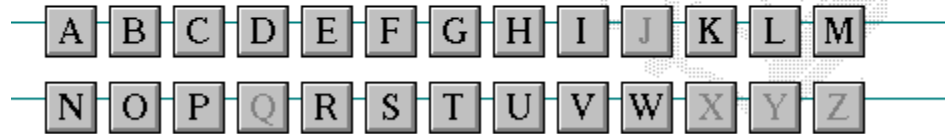
**device driver**

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

- Display (monitor)

**Windows Glossary**

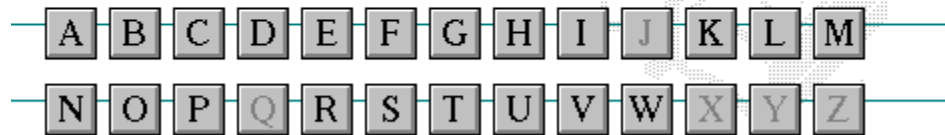
Click a button or term.



Keyboard

**Windows Glossary**

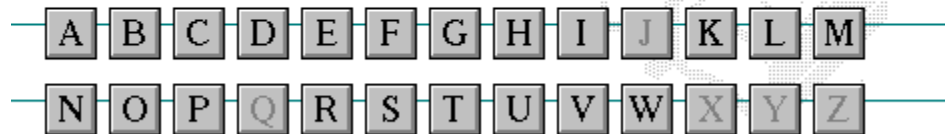
Click a button or term.



Mouse

**Windows Glossary**

Click a button or term.



Network

**dialog box**

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

## **directory path**



The directions to a directory or file within your system.

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

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

## Directory Tree



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

**Directory Tree window**



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



**directory window**



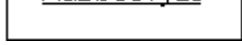
A File Manager window that lists the contents of a specific directory. The directory window shows all the files and subdirectories contained in the directory.

**disk-drive icon**



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

**display box**



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

**document**

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

**document file** 

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

**document window**



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

**DOS**

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

**drag**

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



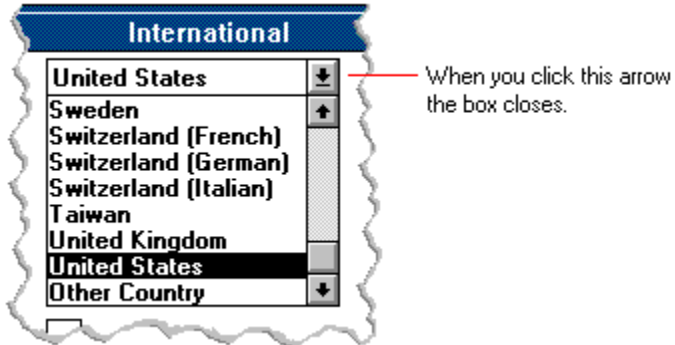
### drop-down list box

A list box that opens and closes in dialog boxes.

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



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



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

**error checking**

A method for validating transmissions.

**expand**

To show hidden directory levels in the Directory Tree. With File Manager, you can expand a single directory level, one branch of the Directory Tree, or all branches at once.

**expanded memory**

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

**extended memory**

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

**extended synthesizer**

One of the two types of synthesizers accommodated by Windows.

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

**extension**

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

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

**file**

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

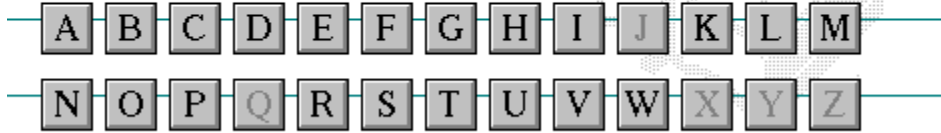


**file information line**  Write - REPORT.TXT 12% of 101K 12:08 AM 2-6-91

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

### Windows Glossary

Click a button or term.

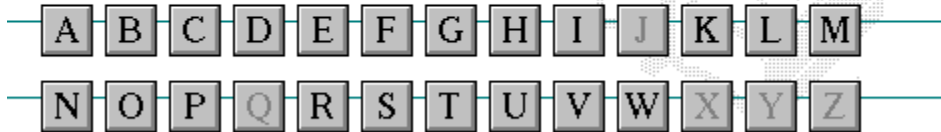


queue or a printer icon if the file is printing.

The file's position in the

### Windows Glossary

Click a button or term.

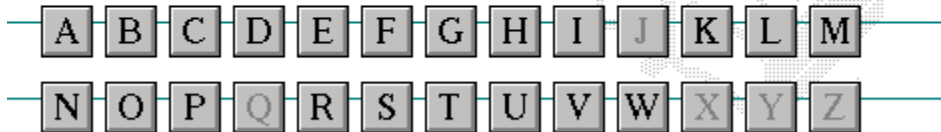


assigned by the application (if your network software supports this).

The title of the print job

### Windows Glossary

Click a button or term.

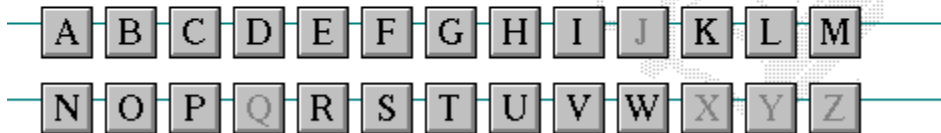


file has printed so far.

What percentage of the

### Windows Glossary

Click a button or term.

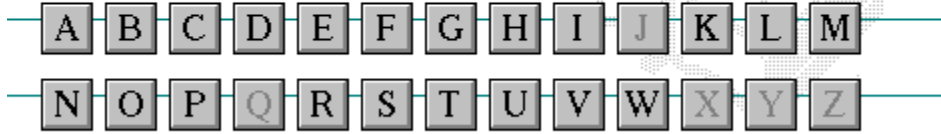
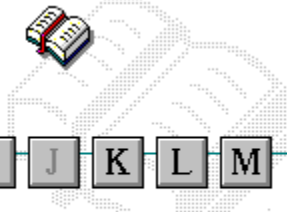


kilobytes (if the Print File Size command on the View menu is selected).

The size of the file in

## Windows Glossary

Click a button or term.



The time and date you sent the file to Print Manager (if the Time/Date Sent command on the View menu is selected).

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

**flow control**

The method for controlling the flow of information.

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

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

**font size**

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

**Helv**

---

Helv 8 ABCDEFGHIJKL

Helv 10 ABCDEFGHIJKL

Helv 12 ABCDEFGHIJKL

**Helv 14 ABCDEFGHIJKL**

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

**format**

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

**full-screen application**

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

**General MIDI Mode standard**

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



**group**

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

**group icon** 

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

**group window**

A window that displays the items in a group within Program Manager. These items can be applications, files associated with applications, or a combination of both.

**History button**

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

**hotspot**

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

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

**hue**

The position of a color along the color spectrum.

### HyperGuide button bar



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

**icon**

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



**insertion point** |

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

**International MIDI Association (IMA)**

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

**keymaps**

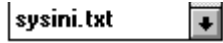
Percussion instruments are key-based--each note plays a different percussion instrument. Keymaps translate MIDI key values to ensure the proper percussion instruments are used to play MIDI files. All MIDI files for Windows are authored using standard key assignments based on the General MIDI Mode standard.

**keyword**

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

**kilobyte**

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

**list box**

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

**local printer**

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

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

## local queue

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

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



**luminosity**

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

**maximize**

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

**Maximize button**

The small button at the upper-right corner of a window that contains an Up arrow. Mouse users can click the Maximize button to enlarge a window to its maximum size. Keyboard users can use the Maximize command on the Control menu.

**Media Control Interface (MCI)**

A standard control interface for multimedia devices and files. MCI allows a multimedia application to easily control a variety of multimedia devices and files.

**memory**

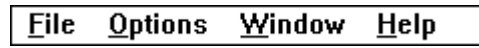
The space in a computer where information is stored while you are working with it. Most PCs have a small amount of read-only memory (ROM), containing the built-in programs that start the operation of the computer when it is turned on, and a large amount of random-access memory (RAM) for users' programs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

menu

✓ **Minimize on Use**

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

**menu bar**



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

**menu command**



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



**menu name**

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

**menu title**

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

**MIDI**

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

**MIDI file**

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

**MIDI Mapper**

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

**MIDI Sequencer**

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

**MIDI Manufacturer's Association (MMA)**

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

**minimize**

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



**Minimize button**

The 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**

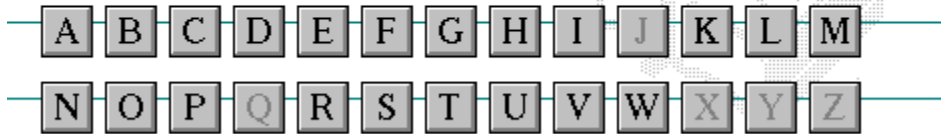
Additional features added to Windows version 3.0 that enable your computer to run animations, play sound and MIDI files, and display high-quality images.

### Multimedia PC

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

#### Windows Glossary

Click a button or term.

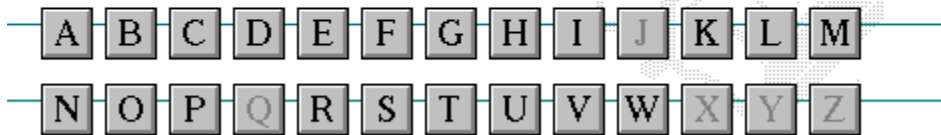


An 80286/386/486

microprocessor running at 10MHz or faster

#### Windows Glossary

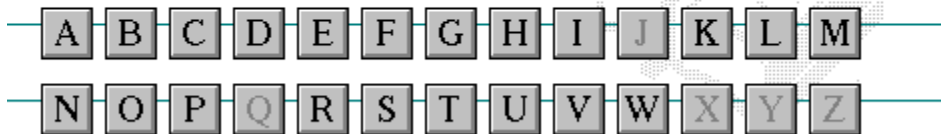
Click a button or term.



2MB or more of RAM

#### Windows Glossary

Click a button or term.

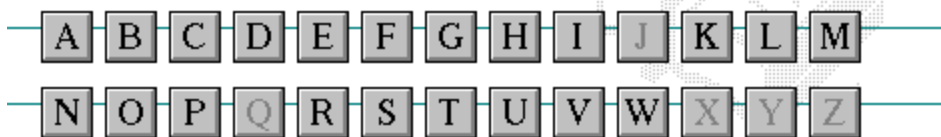


30MB or larger hard

disk

#### Windows Glossary

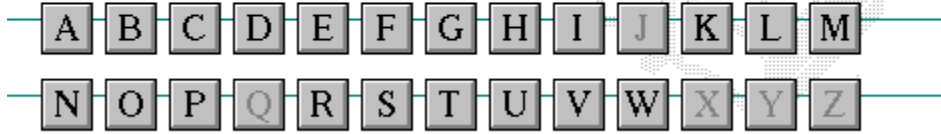
Click a button or term.



VGA display

## Windows Glossary

Click a button or term.

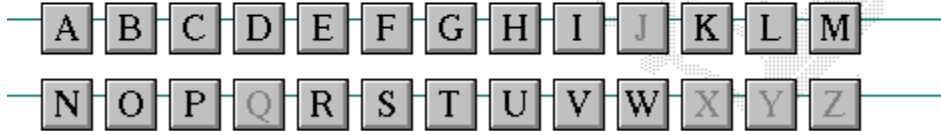


subsystem

A digital audio

## Windows Glossary

Click a button or term.

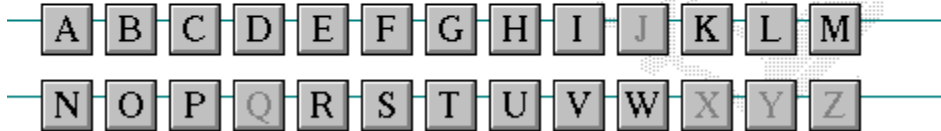


compatible with Microsoft Windows version 3.0 with multimedia extensions

A CD-ROM drive

## Windows Glossary

Click a button or term.



Systems software

**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:

**Windows Glossary**

Click a button or term.



A set of 26 buttons arranged in two rows. The first row contains letters A through M, and the second row contains letters N through Z. Each letter is enclosed in a grey rectangular button.

The name of the printer.

**Windows Glossary**

Click a button or term.



A set of 26 buttons arranged in two rows. The first row contains letters A through M, and the second row contains letters N through Z. Each letter is enclosed in a grey rectangular button.

connects to your computer.

Where the printer

**Windows Glossary**

Click a button or term.



A set of 26 buttons arranged in two rows. The first row contains letters A through M, and the second row contains letters N through Z. Each letter is enclosed in a grey rectangular button.

the printer.

The current status of

**program file** 

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

**program information file (PIF)**

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

**program item**

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

**program item icon**

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

**RGB components**

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

**read-only**

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



**real mode**

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

**Restore button**

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

**root directory**

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

**sample**

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

**saturation**

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

**scaled font size**

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

## screen font

A font that duplicates a printer font on your screen.



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

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

**screen saver**

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



**scroll arrow**

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

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

**scroll bar**

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box, which allow you to scroll within the window or list box.

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

**scroll box**

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

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

**Search button**



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

**select**

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

**selection cursor**



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

**serial ports**

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

**shortcut key**

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



**shrink**

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

**simple device**

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

**solid color**

A color directly supported by your display.

**source directory**

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

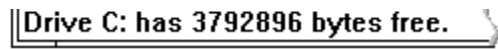
**spin box**



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

**standard mode**

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

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

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

**stop bits**

The timing unit between characters.

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



**synthesizer**

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

**Task List**

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

**text box**    **Filename:**

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

**text file**

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

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

**title**

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

**title bar**

The horizontal bar at the top of a window that contains the title of the window or dialog box. On many windows, the title bar also contains the Control-menu box and Maximize and Minimize buttons.

**topic**

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

**track**

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



**Up button**



Moves up one level in the HyperGuide hierarchy.

**vector fonts**

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

**virtual memory**

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

**volume label**

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

**WAVE format**

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

**waveform**

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

**wildcard characters**

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

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

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

**\*.DOC**

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

**FY???.90**

**window**

A rectangular area on your screen in which you view an application or document. You can open, close, and move windows, and change the size of most windows. You can open several windows on the desktop at the same time and you can shrink windows to icons or enlarge them to fill the entire desktop.



**window border**

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

**Windows application**

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

**wrap**

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



