Cardfile Concepts

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

📁———What Is Cardfile?
⊞———Using Cardfile

Cardfile Concepts

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

📁————What Is Cardfile?
📂————Using Cardfile

    Card View

    List View

What Is Cardfile?

Windows Cardfile is like a set of index cards that sorts itself. You can use it to keep track of names, addresses, phone numbers, directions, or anything else you want quick access to. For example, you can:

- Create a set of cards with <u>index lines</u>.
- Type text on the cards.
- Add pictures to the cards.
- Select a card you want to look at or move through a file one card at a time.
- Use a card to dial a phone number if you have a Hayes or Hayes-compatible modem.
- Merge two card files.

Cardile has two views--Card and List. In Card view, you see a file of cards. In List view, you see a list of the cards' index lines.
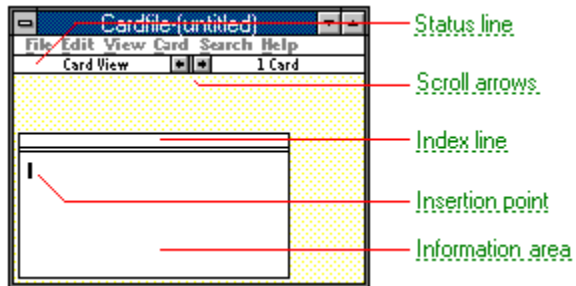
▣ Related Procedures

Procedures

Cardfile index line

The line of text at the top of a card.

Cardfile alphabatizes the cards according to their index lines. In List view, Cardfile shows just the index lines in alphabetical order.

Card View

When you first start Cardfile, an untitled window appears, displaying a blank card. This is Cardfile's Card view.

To create a card file, you fill in as many blank cards as you need. This involves entering text in the index line and the information area of the card.

You can also add artwork created in a graphics application. For example, you could create a small map using Paintbrush, then transfer it to a card already containing an address.

[+]   Related Procedures

status line

Indicates the view (Card or List) and the number of cards in the file. The status line also contains scroll arrows.

scroll arrows

Move one card at a time forward or backward in a file.

index line

Contains the title of a card. To bring a card to the front of a file, you can click its index line. Or, you can search for text in an index line.

insertion point

The place where text will be inserted when you type.The insertion point appears as a flashing vertical bar. The text you type appears to the left of the insertion point, which moves to the right as you type.

information area

Area where you type text and place graphics. To find a card, you can search for text in its information area.

Procedures

List View

When you first start Cardfile, you see Card view. If you switch to List view, you see the index line of every card in the file in alphabetical order.
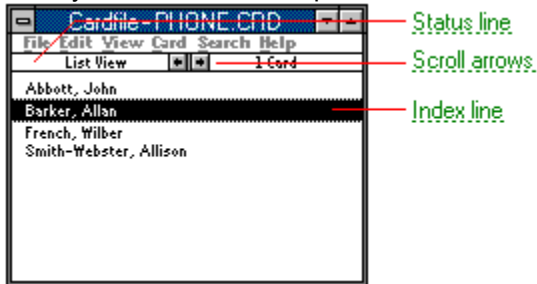
In List view, you can still perform many of the same functions you can in Card view. For example, you can:

- Search for text on an index line.
- Change text on an index line.
- Add a new card.

[+]   Related Procedures

scroll arrows

Select a different index line.

index line

The title of a card. To view a card, you can select its index line and choose Card from the View.

Procedures

Cardfile Commands

Click a menu name or command.

- File
- Edit
- View
- Card
- Search

Cardfile Commands

Click a menu name or command.

File

Edit

View

Card

Search

New
Open...
Save
Save As...
Print
Print All
Page Setup...
Printer Setup...
Merge...
Exit

Cardfile Commands

Click a menu name or command.

File

Edit

View

Card

Search

<u>U</u>ndo
Cu<u>t</u>
<u>C</u>opy
<u>P</u>aste
<u>I</u>ndex...
<u>R</u>estore
Te<u>x</u>t
Pictur<u>e</u>

Cardfile Commands

Click a menu name or command.

File

Edit

View

Card

Search

Card
List

Cardfile Commands

Click a menu name or command.

File

Edit

View

Card

Search

Add...

Delete

Duplicate

Autodial...

Card

Card

Card

Card

Card

Search

Go To...
Find...
Find Next

New Command

File
New
Ope

Creates a new file.

When you choose this command, Cardfile lets you saves changes to the current file before opening the new file.

Card   Related Procedure

Open Command

File
New
Open...
Sav

Opens an existing file.

When you choose this command, Cardfile lets you save changes to the current file before opening the new file.

Card   Related Procedure

Save Command

File

New
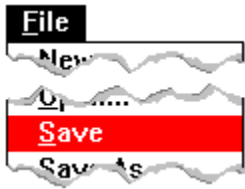
Open

Save

Save As

Saves changes to the current file.

When you choose this command, the file remains open so you can continue working on it.

Search   Related Procedure

Save As Command

File

Save As...

Saves a new file or an existing file under another name.

If you don't specify an extension when you name a new or rename an existing file, .CRD is automatically assigned to the filename. If you specify an extension, it overrides any automatic extension.

You might want to rename a file so that you can change an existing file without modifying the original.

Search   Related Procedure

Print Command
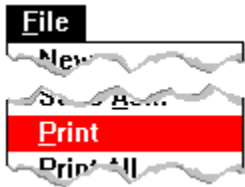
Prints the card at the front of a file.

If you have connected and installed a printer, you can print the selected card. Cardfile automatically prints to the <u>default printer</u>.

When printing, Cardfile automatically uses standard margins settings. If you want to position your card differently on the page, change these settings in the Page Setup dialog box.

     Related Procedures

Procedures

[Connecting to Network Printers](#)
[Installing New Printers](#)
[Printing Cards or Entire Files](#)
[Setting Margins](#)

Print All Command

Prints all the cards in a file.

If you have connected and installed a printer, you can print the cards. Cardfile automatically prints to the default printer.

When printing, Cardfile automatically uses standard margins settings. If you want to position the cards differently on the page, change these settings in the Page Setup dialog box.

Search   Related Procedures

Procedures

Page Setup Command

File
New
Page Setup...
Print Setup

Sets the margins, and adds headers and footers to printed cards.

You can specify:
Margins--Left, right, top, and bottom.

Headers and Footers--Text and/or the following codes:

Type	For
&d	The current date.
&p	Page numbers.
&f	The current filename.
&l	Header or footer text (typed following the code) justified at the left margin.
&r	Header or footer text (typed following the code) justified at the right margin.
&c	Header or footer text (typed following the code) centered between the margins.
&t	The current time.

Search   Related Procedures

Procedures

[Printing Headers and Footers](#)
[Setting Margins](#)

Printer Setup Command

File

New

Page Setup...

Printer Setup...

Merge

Sets printer options for Cardfile before printing.

You can:

Search   Select a default printer for Cardfile.

Search   Choose Setup and change options for the printer. The available options depend on the type of printer selected.

Search   Related Procedure

Merge Command

Merges the cards in two files.

When you use this command, Cardfile merges the cards from a file you choose into the current file. Cardfile places the cards in alphabetical order.

Use Save As from the File menu to save the merged file under a new name. Or choose Save to save the merged file under the current name.

Use the Delete command in File Manager if you want to delete the file you merged with the current file.

   Related Procedures

Procedures

Exit Command

Exits Cardfile and closes the Cardfile window.

If the file is unsaved, Cardfile lets you save it before exiting.

Undo Command

Edit
Undo

Undoes the most recent typing or editing action on a card.

Once you save your changes, you cannot undo the changes with this command.

To undo more than your most   recent actions on a card, use the Restore command.

Search   Related Procedures

Procedures

[Restoring Cards](#)

[Undoing Edits](#)

Cut Command
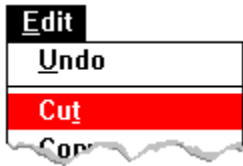
Edit

Undo

Cut

Cuts selected text or a picture from a card and places it on the <u>Clipboard</u>, erasing the previous Clipboard contents.

You can then use Paste to place the cut text in the same card, another card or file, or another application. Or use Paste to place the cut picture in another card or file, or another application.

Search   Related Procedures

Procedures

[Copying, Cutting, and Pasting Text](#)
[Pasting, Copying, and Moving Pictures](#)

Copy Command

Edit

Copy

Copies selected text or a picture from a card and places it on the <u>Clipboard</u>, erasing the previous Clipboard contents.

You can then use Paste to place the copied text in the same card, another card or file, or another application. Or use Paste to place the copied picture in another card or file, or another application.
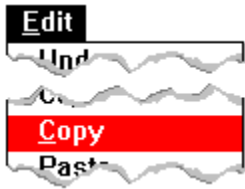
Search   Related Procedures

Procedures

[Copying, Cutting, and Pasting Text](#)
[Pasting, Copying, and Moving Pictures](#)

Paste Command

Edit

Paste

Pastes a copy of the <u>Clipboard</u> contents on a card.

You can choose this command repeatedly to paste the Clipboard contents in more than one location. The one exception to using Paste repeatedly is pasting a picture in a card; Cardfile only allows one picture per card.

Search   Related Procedures

Procedures

[Copying, Cutting, and Pasting Text](#)
[Pasting, Copying, and Moving Pictures](#)

Index Command

Edit

Index...

Lets you edit the index line of a card.

The index line is the bar at the top of each card. Cardfile uses the text you put in the index line to sort the cards.

Search   Related Procedure

Restore Command

Edit

Restore

Restores a card by undoing changes you have made.

Restore undoes all changes you have made in a card as long as it is still at the front of a file or the file hasn't been saved.

Search   Related Procedure

Text Command
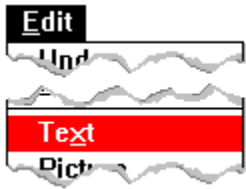
Switches to text mode.

Use this command to add text to a card after you've been working with pictures.

 Related Procedure

Picture Command

Edit
Picture
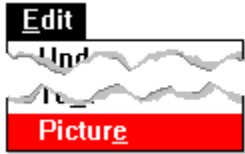
Switches to picture mode.

Use this command before adding, moving, or deleting a picture.

Search   Related Procedure

Card Command

View
Card
List

Displays your file as a series of cards.

Use this command when you want to see the text and pictures displayed on the cards.

Search   Related Procedure

List Command

View
Card
List

Displays the index lines of cards as an alphabetical list.

Use this command when you want to view all the index lines without having to scroll through the cards in the card file.

Search   Related Procedure

Add Command

Card
Add...
Dele

Adds a new card to a file.

When you choose this command, you can also type in the new card's index line. Cardfile adds the new card to your file in alphabetical order and scrolls the file to display the new card at the front.

Search   Related Procedure

Delete Command

Card
Add...
Delete
Duplicate

Deletes a card.

CAUTION: You cannot undo the deletion of a card.

To delete an entire Cardfile file, you can use File Manager.

Search   Related Procedures

Procedures

[Deleting Cards](#)
[Deleting Files or Directories](#)

Duplicate Command

Card
Add
~~Delete~~
Duplicate
Auto Dial
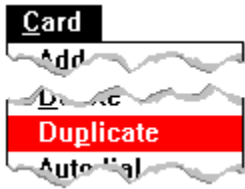
Duplicates the selected card.

Use this command to copy a card you are using as a template for new cards.

Search   Related Procedure

Autodial Command
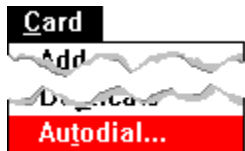
Card
Add
Autodial...

Dials a phone number on the selected card.

When you choose Autodial, Cardfile displays in the Number box the first number it finds on a card. You can change the number and specify a prefix.

Choose the Setup button to select the settings for your modem.

You need a Hayes or Hayes-compatible modem to dial with Autodial.

Search   Related Procedure

Go To Command

Brings a specified card to the front of a file in Card view and selects an index line in List view.

To find the card or index line you want, you type enough of the card's index line in the Go To text box to distinguish it from other index lines.

This command only searches for text on index lines. If you want to search for text on cards, use the Find command.

　　Related Procedures

Procedures

[Selecting Cards](#)
[Selecting an Index Line in List View](#)

Find Command
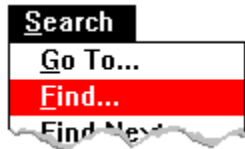
Finds text on cards in a file.

You can start a search at any point in the file. Cardfile searches forward from the selected point. When it reaches the end of the file, it automatically continues searching from the beginning of the file. Cardfile ignores capitalization and doesn't distinguish between whole words and parts of words.

This command only searches for text on cards. If you want to search for text on index lines, use the Go To command.

     Related Procedure

Find Next Command

Search
Go T
Fi...
Find Next
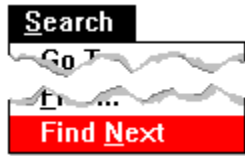
Repeats the last search without opening the Find dialog box.

Use this command when you don't want to display the Find dialog box but want to search immediately for the search text.

Search   Related Procedure

Cardfile Procedures

Click a folder or topic title.

Cardfile Procedures

Click a folder or topic title.

Cardfile Procedures

Click a folder or topic title.

Search ——Switching Between Card and List View

Search ——Working with Cards

Search ——Text and Pictures

Search ——Moving and Searching Through Card Files

Search ——Printing

Search ——Working with Files

Cardfile Procedures

Click a folder or topic title.

Search ——Switching Between Card and List View

Search ——Working with Cards

Search ——Text and Pictures

Search ——Moving and Searching Through Card Files

Selecting Cards
Selecting an Index Line in List View
Moving Through a Card File
Finding Text

Search ——Printing

Search ——Working with Files

Cardfile Procedures

Click a folder or topic title.

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Setting Margins

Search ——Working with Files

Cardfile Procedures

Click a folder or topic title.

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Search ——Working with Cards

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Search ——Moving and Searching Through Card Files

Search ——Printing

Search ——Working with Files

Creating New Files
Opening Existing Files
Saving Existing Files
Saving New or Renaming Existing Files
Merging Files

Switching Between Card and List View

When you start Cardfile, Card view is active and displays your file as a series of cards. In the List view, Cardfile displays the index line of every card in the file in alphabetical order.

To switch to Card view:
▶   Choose Card from the View menu.

To switch to List view:
▶   Choose List from the View menu.

Search   Keyboard Procedure

hint

You can select a card and choose Card to view it.

Adding More Cards

To add a new card to a file:

1 Choose Add from the Card menu.

2 Type the index line for the card in the Add box.

3 Click OK.

   Cardfile adds the new card to your file in alphabetical order and, if you're in Card view, scrolls the file to display the new card at the front.

4 Type the text you want in the card's information area if you're in <u>Card view</u>.

Search   Related Procedure

Search   Keyboard Procedure

Entering or Changing Text in the Index Line

The index line is the bar at the top of each card. Cardfile uses the text you put in the index line to sort the cards.

To enter text:

1 Select the card with the index line.

   Or move through the cardfile until you bring to the front the card you want.

   Or select the index line if you're in List view.

2 Choose Index from the Edit menu.

   Or double-click the index line.

3 Type the text for the index line or edit an existing line.

4 Click OK.

Search   Related Procedure

Search   Keyboard Procedure

Duplicating Cards

To duplicate a card:

1 Select the card you want to duplicate.

    Or select the index line if you're in List view.

2 Choose Duplicate from the Card menu.

Search	Related Procedure
Search	Keyboard Procedure

Deleting Cards

To delete a card:

1 Select the card you want to delete.

   Or select the index line if you're in List view.

2 Choose Delete from the Card menu.

   You cannot undo the deletion of a card.

3 Click OK to confirm the deletion.

Search   Keyboard Procedure

Dialing Automatically

You need a Hayes or Hayes-compatible modem to dial a number on a card.

To dial with Cardfile:

1 Select the card with the phone number you want to dial.

   Or move through the cardfile until you bring to the front the card you want.

   Or select the index line if you're in List view.

2 Choose Autodial from the Card menu.

   Cardfile displays the first number it finds in the Number box.

3 Change the number if necessary.

4 Select the Use Prefix check box to use a prefix with the number.

5 Change the prefix as necessary.

6 Choose Setup to set modem options.

   Click ⊞ for examples of how to use the modem options.

7 Click OK.

Search   Keyboard Procedure

example

Use this option	To
Dial Type	Select the dial type of your telephone.
	If you normally hear a tone for each number you dial, you have a tone telephone. If you hear a clicking sound, you probably have a pulse telephone.
Port	Select the port to which your modem is connected.
Baud Rate	Tell Cardfile the correct baud rate for your modem. For the correct setting, consult the owner's manual for your modem.

Entering Text in the Information Area

To enter text:

1 Choose Card view.

2 Move through the cardfile until you bring to the front the card you want.

 Or select the card by clicking its index line or by choosing the Go To command.

3 Start typing.

Search Related Procedure

Search Keyboard Procedure

Moving the Insertion Point

To move the insertion point:

▶   Move the mouse to position the insertion point where you want it and click the left mouse button once.

Search   Keyboard Procedure

Selecting Text

To select text:

1 Point to the first character you want to select.

2 Drag the pointer to the last character you want to select.

3 Release the mouse button.

To select a single word:

▶ Double-click on the word.

To cancel a selection:

▶ Click again anywhere in the document to cancel the selection.

Search   Keyboard Procedure

Copying, Cutting, and Pasting Text

With the Cut, Copy, and Paste commands, you can easily copy and move text within a document, between documents, and between applications.

To copy and paste or cut and paste text:

1 Select the text.

2 Choose Copy from the Edit menu to copy text.

Or choose Cut to cut text.

The text is placed on the Clipboard.

3 Move the insertion point to where you want the text to appear.

Or select text you want to replace.

4 Choose Paste from the Edit menu.

The cut or copied text is inserted from the Clipboard.

Search   Keyboard Procedure

Restoring Cards

You can undo all changes in a card and restore it to the its original condition as long as it is still at the front of a file and the file hasn't been saved.

To restore a card:

▶   Choose Restore from the Edit menu.

Search   Related Procedure

Search   Keyboard Procedure

Undoing Edits

To undo your last edit:

▶ Choose Undo from the Edit menu.

Search　　　　Keyboard Procedure

Pasting, Copying, and Moving Pictures

You can transfer artwork from another application to a card.

To paste a picture on a card:

1 In your graphics application, copy the picture to the <u>Clipboard</u>.
2 Start Cardfile or switch to the Cardfile window.
3 Choose Card view and <u>select the card</u>.
4 Choose Picture from the Edit menu.
5 Choose Paste from the Edit menu.

   You can only paste one picture per card. If the card already has a picture, Paste replaces the old picture with the new one.

6 Drag the picture to move it.

   When you transfer a color image to a card, Cardfile converts the picture to a black-and-white image.

   If the picture is larger than the area available to paste it in, only the part of the picture that fits on the card appears. You can drag different parts of the picture onto the card. If you print the card, only the part of the picture that is visible prints.

7 Choose Text from the Edit menu to work in text mode.

To copy or move a picture to another card:

1 Choose Card view.
2 Move through the cardfile until you bring to the front the card with the picture.

   Or select the card by clicking its index line or by choosing the Go To command.

3 Choose Picture from the Edit menu.
4 Choose Copy from the Edit menu to copy the picture.

   Or choose Cut from the Edit menu to move the picture.

5 Move to another card.
6 Choose Picture from the Edit menu.
7 Choose Paste from the Edit menu.
8 Drag the picture to move it.
9 Choose Text from the Edit menu to work in text mode.

Search   Keyboard Procedure

Selecting Cards

Selecting a card is the same as bringing it to the front of the file.

To select a specific card in Card view:

▶ Click the card's index line if it is visible.

Or choose Go To from the Search menu. Then type enough of the card's index line to distinguish it from other cards and click OK.

Search   Related Procedure

Search   Keyboard Procedure

Selecting an Index Line in List View

To select an index line in List view:

▶ Click the card's index line if it is visible.

Or choose Go To from the Search menu. Then type enough of card's index line to distinguish it from other cards and click OK.

Search   Keyboard Procedure

Moving Through a Card File

To move through a card file:

▶ Click the Left or Right scroll arrow in Cardfile's status bar.

Search   Related Procedure

Search   Keyboard Procedure

Finding Text

You can find specific text on the information area of a file's cards. You can start a search at any point in the file. Cardfile searches forward from the selected point. When it reaches the end of the file, it automatically continues searching from the beginning of the file.

To find text in a card file:

1 Choose Find from the Search menu.

2 Type the text you want to find.

   Cardfile ignores capitalization and doesn't distinguish between whole words and parts of words.

3 Click OK.

   Cardfile selects the first occurrence of the text.

4 Choose Find Next from the Search menu to find the next occurrence of the text.

   Cardfile doesn't display the Find dialog box but immediately searches for the text.

<u>Search</u>   Related Procedure

<u>Search</u>   Keyboard Procedure

Printing Cards or Entire Files

If you have connected and installed a printer, you can print a single card or all the cards in the current file. Cardfile automatically prints to the <u>default printer</u>.

To print a single card:

1 Select the card in Card view.

  Or move through the cardfile until you bring to the front the card you want.

2 Choose Print from the File menu.

  When printing, Cardfile automatically uses standard margins settings. If you want to position your card differently on the page, change these settings in the Page Setup dialog box.

To print all the cards in the current file:

▶   Choose Print All from the File menu.

Search   Related Procedures

Search   Keyboard Procedure

Procedures

[Changing Printers and Printer Options](#)
[Installing New Printers](#)

Changing Printers and Printer Options

If you have several printers connected to your computer and designated as <u>active printers</u>, you can print to one of these printers by selecting it as the <u>default printer</u>.

To change printers:

1 Choose Printer Setup from the File menu.

2 Select the printer that you want to print on.

3 Choose Setup to change printer options.

   In the dialog box that appears, the available options depend on the printer you chose.

4 Select the options you want.

   For more information on the options, click the Help button in the printer's Setup dialog box.

5 Click OK to close the printer's Setup dialog box.

6 Click OK.

<u>Search</u>	Related Procedure
<u>Search</u>	Keyboard Procedure

Printing Headers and Footers

When you print your documents, you can add explanatory text, the date, a page number, or the filename as a header or footer on the printed pages. You can also choose whether you want a header or footer to be left-justified, right-justified, or centered on the page.

To add a header or footer to the printed document:

1 Choose Page Setup from the File menu.

2 Type the text you want to use as a header or footer in the Header or Footer box along with any of the following codes:

Type	For
&d	The current date.
&p	Page numbers.
&f	The current filename.
&l	Header or footer text (typed following the code) justified at the left margin.
&r	Header or footer text (typed following the code) justified at the right margin.
&c	Header or footer text (typed following the code) centered between the margins.
&t	The current time.

You can include any or all of these codes in a single header or footer. Headers always appear just above the top margin and footers appear just below the margin.

3 Click OK.

Search   Related Procedure

Search   Keyboard Procedure

Setting Margins

To set the margins:

1 Choose Page Setup from the File menu.

2 Type the margin settings in the Margins box.

3 Click OK.

Search Related Procedure

Search Keyboard Procedure

Creating New Files

To create a new file:

▶ Choose New from the File menu.

Search

Related Procedure

Search

Keyboard Procedure

Opening Existing Files

To open a file:

1 Choose Open from the File menu.

2 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. [+]

Search   Related Procedures

Search   Keyboard Procedure

Procedures

[Browsing Through the Directories List Box](#)
[Creating New 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 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.

Saving Existing Files

Use the Save command to save changes to an existing file.

To save changes to an existing file:

▶ Choose Save from the File menu.

Search   Related Procedure

Search   Keyboard Procedure

Saving New or Renaming Existing Files

To save a new file or to save an existing file under a different name:

1 Choose Save As from the File menu.

2 If you want to save the file in the current directory, type the filename, including a filename <u>extension</u> if you want to specify one.

   The .CRD 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. ⊞

3 Click OK. ⊞

Search

Keyboard Procedure

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.

Merging Files

Cardfile merges the cards from a file you choose into the current file. Cardfile places the cards in alphabetical order.

To merge two files:

1 Open or create one of the files.

2 Choose Merge from the File menu.

3 If the file you want to merge 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. ⊞

4 Use Save As from the File menu to save the merged file under a new name.

   Or choose Save to save the merged file under the current name.

5 Use the Delete command in File Manager if you want to delete the file you merged with the current file.

Search   Keyboard Procedure

Cardfile Keys

Click a folder or topic title.

Search ——Topics

Cardfile Keys

Click a folder or topic title.

Search —— Topics

[Card Movement Keys](#)
[Insertion Point Movement Keys](#)
[Text Selection Keys](#)

Card Movement Keys

Use the following keys in Cardfile:

To	Press
Scroll forward one card in Card view.	PAGE DOWN
Scroll forward one page in List view.	
Scroll backward one card in Card view.	PAGE UP
Scroll backward one page in List view.	
Bring the first card in the file to the front.	CTRL+HOME
Bring the last card in the file to the front.	CTRL+END
Bring a card to the front of the file. Cardfile displays the first card whose index line begins with the letter.	CTRL+letter
Scroll one card forward in List view.	DOWN ARROW
Scroll one card backward in List view.	UP ARROW

Insertion Point Movement Keys

To move the insertion point	Press
Up one line	UP ARROW
Down one line	DOWN ARROW
Right one character	RIGHT ARROW
Left one character	LEFT ARROW
Right one word	CTRL+RIGHT ARROW
Left one word	CTRL+LEFT ARROW
To the beginning of the line	HOME
To the end of the line	END

Text Selection Keys

To select	Press
Text one character at a time to the left or right. Or, if the character is already selected, cancels the selection.	SHIFT+LEFT or RIGHT ARROW
One line of text up or down. Or, if the line is already selected, cancel the selection.	SHIFT+DOWN or UP ARROW
Text to the beginning of the line.	SHIFT+HOME
Text to the end of the line.	SHIFT+END
The previous word.	CTRL+SHIFT+LEFT ARROW

The next word.   CTRL+SHIFT+RIGHT ARROW

Cardfile Keyboard Procedures

Click a folder or topic title.

Cardfile Keyboard Procedures

Click a folder or topic title.

Search ——Switching Between Card and List View

Search ——Working with Cards

- Adding More Cards
- Entering or Changing Text in the Index Line
- Duplicating Cards
- Deleting Cards
- Dialing Automatically

Search ——Text and Pictures

Search ——Moving and Searching Through Card Files

Search ——Printing

Search ——Working with Files

Cardfile Keyboard Procedures

Click a folder or topic title.

Search ——Switching Between Card and List View

Search ——Working with Cards

Search ——Text and Pictures

- Entering Text in the Information Area
- Moving the Insertion Point
- Selecting Text
- Copying, Cutting, and Pasting Text
- Restoring Cards
- Undoing Edits
- Pasting, Copying, and Moving Pictures

Search ——Moving and Searching Through Card Files

Search ——Printing

Search ——Working with Files

Cardfile Keyboard Procedures

Click a folder or topic title.

Search ——Switching Between Card and List View

Search ——Working with Cards

Search ——Text and Pictures

Search ——Moving and Searching Through Card Files

Selecting Cards

Selecting an Index Line in List View

Moving Through a Card File

Finding Text

Search ——Printing

Search ——Working with Files

Cardfile Keyboard Procedures

Click a folder or topic title.

Search ——Switching Between Card and List View

Search ——Working with Cards

Search ——Text and Pictures

Search ——Moving and Searching Through Card Files

Search ——Printing

Printing Cards or Entire Files
Changing Printers and Printer Options
Printing Headers and Footers
Setting Margins

Search ——Working with Files

Cardfile Keyboard Procedures

Click a folder or topic title.

Search ——Switching Between Card and List View

Search ——Working with Cards

Search ——Text and Pictures

Search ——Moving and Searching Through Card Files

Search ——Printing

Search ——Working with Files

Creating New Files
Opening Existing Files
Saving Existing Files
Saving New or Renaming Existing Files
Merging Files

Keyboard: Switching Between Card and List View

To switch to Card view:

1 Press ALT and then V.

2 Press C.

To switch to List view:

1 Press ALT and then V.

2 Press L.

Search

Mouse Procedure

Keyboard: Adding More Cards

To add a new card to a file:

1 Press F7.

2 Type the index line.

3 Press ENTER.

Search   Related Procedure

Search   Mouse Procedure

Keyboard: Entering or Changing Text in the Index Line

To enter or change text in the index line:

1 Select the card with the index line.

   Or move through the cardfile until you bring to the front the card you want.

   Or select the index line if you're in List view.

2 Press F6.

3 Type new text in text box or edit an existing line.

4 Press ENTER.

Search   Related Procedure

Search   Mouse Procedure

Keyboard: Duplicating Cards

To duplicate a card:

1 Select the card you want to duplicate.

   Or move through the cardfile until you bring to the front the card you want.

   Or select the index line if you're inList view.

2 Press ALT and then C.

3 Press P.

Search	Related Procedure
Search	Mouse Procedure

Keyboard: Deleting Cards

To delete a card:

1 Select the card you want to delete.

   Or move through the cardfile until you bring to the front the card you want.

   Or select the index line if you're in List view.

2 Press ALT and then C.

3 Press D.

4 Press TAB and then ENTER to confirm the deletion.

Search   Mouse Procedure

Keyboard: Dialing Automatically

To dial with Cardfile:

1 Select the card with the phone number you want to dial.

   Or move through the cardfile until you bring to the front the card you want.

   Or select the index line if you're in List view.

2 Press F5.

3 Change the number in the Number box if necessary.

4 Press TAB and change the prefix in the Prefix box if necessary.

5 Press TAB and press the SPACEBAR to use the prefix when you dial.

6 Press ALT+S to set up the modem.

   Choose ___Search_____ for examples of how to use the modem options.

7 Press TAB until you reach a setting you want to change.

8 Use the arrow keys to select an option you want.

9 Press ENTER.

___Search_____   Mouse Procedure

Keyboard: Entering Text in the Information Area

To enter text:

1 Choose Card view.

2 Move through the cardfile until you bring to the front the card you want.

   Or select the card with the Go To command.

3 Start typing.

Search   Related Procedure

Search   Mouse Procedure

Keyboard: Moving the Insertion Point

To move the insertion point:

Search

Use the following keys:

Press	To move the insertion point
UP ARROW	Up one line.
DOWN ARROW	Down one line.
RIGHT ARROW	Right one character.
LEFT ARROW	Left one character.
CTRL+RIGHT ARROW	Right one word.
CTRL+LEFT ARROW	Left one word.
HOME	To the beginning of the line.
END	To the end of the line.

Search

Mouse Procedure

Keyboard: Selecting Text

To select text:

1 [Move the insertion point](#) to the first character you want to select.

2 Press SHIFT.

3 Move the insertion point to the last character you want to select.

4 Release SHIFT.

To cancel a selection:

Search   Press an arrow key.

Search   Mouse Procedure

Keyboard: Copying, Cutting, and Pasting Text

To copy and paste or cut and paste text:

1 Select the text.

2 Press CTRL+INS to copy text.

   Or press SHIFT+DEL to cut text.

3 Move the insertion point where you want the text to appear.

   Or select text you want to replace.

4 Press SHIFT+INS.

Search   Mouse Procedure

Keyboard: Restoring Cards

To restore a card:

1 Press ALT and then E.

2 Press R.

Search   Related Procedure

Search   Mouse Procedure

Keyboard: Undoing Edits

To undo your last edit:

Press ALT+BACKSPACE.

Mouse Procedure

Keyboard: Pasting, Copying, and Moving Pictures

To paste a picture onto a card:
1   In your graphics application, copy the picture to Clipboard.
2   Start Cardfile or switch to the Cardfile window.
3   Choose Card view.
4   Move through the cardfile until you bring to the front the card you want.
    Or select the card with the Go To command.
5   Press ALT and then E.
6   Press E.
7   Press ALT and then E.
8   Press P.
9   Use the arrow keys to move the picture.
10   Press ALT and then E. Then press X to work with text.

To copy or move a picture to another card:
1   Choose Card view.
2   Move through the cardfile until you bring to the front the card with the picture.
    Or select the card with the Go To command.
3   Press ALT and then E.
4   Press E.
5   Press ALT and then E.
6   Press T to move the picture.
    Or press C to copy the picture.
7   Move to or select another card.
8   Press ALT and then E.
9   Press E.
10   Press ALT and then E.
11   Press P.
12   Use the arrow keys to move the picture.
13   Press ALT and then E. Then press X to work with text.

Search   Mouse Procedure

Keyboard: Selecting Cards

To select a specific card in Card view:

1 Press F4.

2 Type enough of the card's index line to distinguish it from other cards.

3 Press ENTER.

Search   Related Procedure

Search   Mouse Procedure

Keyboard: Selecting an Index Line in List View

To select a card in List view:

Search

Press the UP ARROW or DOWN ARROW key until you select the index line of the card.

Or Press F4, type enough of the card's index line to distinguish it from other cards, and press ENTER.

Search

Mouse Procedure

Keyboard: Moving Through a Card File

To move through a card file:

Search Use the following keys:

Press	To
PAGE DOWN	Scroll forward one card in Card view.
	Scroll forward one page in List view.
PAGE UP	Scroll backward one card in Card view.
	Scroll backward one page in List view.
CTRL+HOME	Bring the first card in the file to the front.
CTRL+END	Bring the last card in the file to the front.
CTRL+letter	Bring a card to the front of the file. Cardfile displays the first card whose index line begins with the letter.
DOWN ARROW	Scroll one card forward in List view.
UP ARROW	Scroll one card backward in List view.

Search Related Procedure

Search Mouse Procedure

Keyboard: Finding Text

To find text in a card file:

1 <u>Choose Card view</u>.

2 Press ALT and then S.

3 Press F.

4 Type the search text.

5 Press ENTER.

6 Press F3 to find the next occurence of the text.

<u>Search</u>　　　　　Related Procedure

<u>Search</u>　　　　　Mouse Procedure

Keyboard: Printing Cards or Entire Files

To print a single card:

1 Select the card in Card view.

    Or move through the cardfile until you bring to the front the card you want.

2 Press ALT and then F.

3 Press P.

To print all the cards in the current file:

1 Press ALT and then F.

2 Press L.

Search	Related Procedure
Search	Mouse Procedure

Keyboard: Changing Printers and Printer Options

To change printers:

1 Press ALT and then F.

2 Press R.

3 Use the UP ARROW or DOWN ARROW to select the printer that you want.

4 Press ALT+S to change printer options.

5 Select the options you want and press ENTER.

6 Press ENTER.

Search   Mouse Procedure

Keyboard: Printing Headers and Footers

To add a header or footer to the printed document:

1 Press ALT and then F.

2 Press T.

3 Type the header text and/or codes. Then press TAB and type the footer text and/or codes.

Type	For
&d	The current date.
&p	Page numbers.
&f	The current filename.
&l	Header or footer text (typed following the code) justified at the left margin.
&r	Header or footer text (typed following the code) justified at the right margin.
&c	Header or footer text (typed following the code) centered between the margins.
&t	The current time.

4 Press ENTER.

<u>Search</u> Related Procedure

<u>Search</u> Mouse Procedure

Keyboard: Setting Margins

To set the margins:

1 Press ALT and then F.

2 Press T.

3 Press TAB until you reach a margin you want to change.

4 Type the new margin settings.

5 Repeat steps 3 and 4 to change other margins.

6 Press ENTER.

Search   Related Procedure

Search   Mouse Procedure

Keyboard: Creating New Files

To create a new file:

1 Press ALT and then F.

2 Press N.

Search   Related Procedure

Search   Mouse Procedure

Keyboard: Opening Existing Files

To open a file:

1 Press ALT and then F.

2 Press O.

3 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.

   <u>Search</u>

   <u>Search</u>

4 Press ENTER.

<u>Search</u>   Related Procedures

<u>Search</u>   Mouse Procedure

Procedures

[Browsing Through the Directories List Box](#)
[Creating New Files](#)

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.

Keyboard: Saving Existing Files

To save an existing file:

1 Press ALT and then F.

2 Press S.

Search   Related Procedure

Search   Mouse Procedure

Keyboard: Saving New or Renaming Existing Files

To save a new file or to save an existing file under a different name:

1 Press ALT and then F.

2 Press A.

3 If you want to save the file 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.

   <u>**Search**</u>

4 Press ENTER. <u>**Search**</u>

<u>**Search**</u>   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: Merging Files

To merge two files:

1 Open or create one of the files.

2 Press ALT and then F.

3 Press M.

4 If the file you want to merge 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. Search

5 Press ENTER. Search

6 Choose Save As from the File menu to save the merged file under a new name.

  Or choose Save to save the merged file under the current name.

Search   Mouse Procedure

Cardfile Quick Look

Click a folder or topic title.

Search ———Cardfile Quick Looks

Cardfile Quick Look

Click a folder or topic title.

Cardfile Quick Looks

Card View

List View

Cardfile

Lets you file information and pictures on a set of index cards. You can use Cardfile to keep track of names, addresses, phone numbers, directions, or anything else you want quick access to. You can also add pictures to the cards, and use a card to dial a phone number if you have a Hayes or Hayes-compatible modem.

Cardfile has two views--Card and List. In Card view, you see a file of cards. In List view, you see a list of the cards' index lines.

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.
Mi**n**imize	Shrinks the application window to an icon.
Ma**x**imize	Enlarges the application window to its maximum size.
Close	Closes the application window.
S**w**itch To...	Starts Windows Task List.

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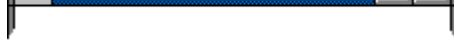
Contains the title of the application running in the window, in this case Cardfile.

Search   Drag the title bar to move an application window on the screen.

Minimize button

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

Maximize button

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

File menu

File	
New	Creates a new file.
Open...	Opens an existing file.
Save	Saves changes to the current file.
Save As...	Saves a new file or an existing file under a new name.
Print	Prints the card at the front of a file.
Print All	Prints all the cards in a file.
Page Setup...	Sets margins, and adds headers and footers.
Printer Setup...	Sets printer options for Cardfile before printing.
Merge...	Merges the cards in two files.
Exit	Exits Cardfile and closes the Cardfile window.

Edit menu

Edit

Undo	Undoes the most recent typing or editing action.
Cut	Cuts selected text or a picture and puts it on the Clipboard.
Copy	Copies selected text or a picture onto the Clipboard.
Paste	Pastes a copy of the Clipboard contents onto a card.
Index...	Lets you edit the index line of a card.
Restore	Restores a card by undoing changes you have made.
Text	Switches to text mode.
Picture	Switches to picture mode.

View menu

View	
Card	Displays a file as a series of cards.
List	Displays the index lines of cards as an alphabetical list.

Card menu

Card	
Add...	Adds a new card to a file.
Delete	Deletes a card.
Duplicate	Duplicates the selected card.
Au**t**odial...	Dials a phone number on the selected card.

Search menu

Search	
Go To...	Brings a specified card to the front of a file.
Find...	Finds specified text on cards in a file.
Find Next	Continues the search without opening the Find dialog box.

Help menu

Help	
Index	Displays an alphabetical list of all Help topics.
Keyboard	Displays Help on Cardfile key combinations.
Commands	Displays Help on Cardfile commands.
Procedures	Displays Help on Cardfile procedures.
Using Help	Displays information about Windows Help.
About Cardfile...	Displays important information about Cardfile.

menu bar   File   Edit   View   Card   Search   Help

Contains the names of all the Cardfile menus.

Search   Click a menu name to display the menu commands.

view

Card View

Indicates the current view, in this case Card view. The line that indicates the view is called the status line.

Cardfile scroll arrows

Arrows on the status line, used to move to the previous or next card.

Search　　　　　Click a scroll arrow in the status line to move to another card.

number of cards | 7 Cards |

Indicates the number of cards in the file. The line that shows the number of cards is called the status line.

insertion point |

A flashing vertical bar that shows where text you type or insert appears.

index line   Sweet Cicely

The line of text at the top of a card.

Search   Double-click an index line to create or edit index line text.

information area

Text or graphics displayed in the card below the index line. You can create and edit text or add graphics here.

view   <u>S</u>earch

Indicates the current view, in this case List view. The line that indicates the view is called the status line.

Cardfile scroll arrows

Arrows on the status line, used to move to the previous or next index line.

          Click a scroll arrow in the status line to move to another index line.

index line   Angelica

The line of text from the top of a card.

Search   Double-click an index line to create or edit text.

selected index line   Lemon Balm

A highlighted index line.

Search   Double-click an index line to create or edit text.

application window

The main window for an application, in this case the Cardfile window. It contains the application's menu bar and main workspace. The Cardfile application window can display either the card view, which displays the cards in a file, or the list view, which shows the index line of every card in the file in alphabetical order.

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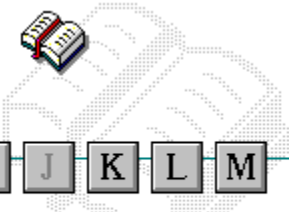
A	B	C	D	E	F	G	H	I	J	K	L	M

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](#)
[application window](#)
[arrow keys](#)
[associate](#)
[AUTOEXEC.BAT](#)

Windows Glossary

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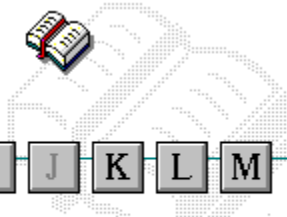
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

B

<u><< button</u>
<u>>> button</u>
<u>Back button</u>
<u>base-level synthesizer</u>
<u>batch file</u>
<u>baud rate</u>
<u>bitmap</u>
<u>branch</u>
<u>browse</u>
<u>byte</u>
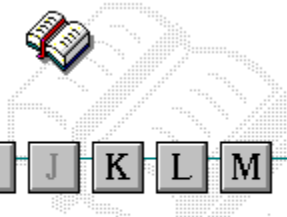
Windows Glossary

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

C

cascading menu
CD-ROM
channel
check box
choose
Clipboard
close
collapse
command
command button
command line

complementary color
compound device
CONFIG.SYS
Contents button
Control menu
Control-menu box
conventional memory
cutout

Windows Glossary

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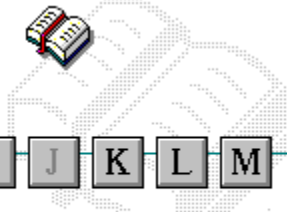
A	B	C	D	E	F	G	H	I	J	K	L	M

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

D

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

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

Windows Glossary

Click a button or term.

E

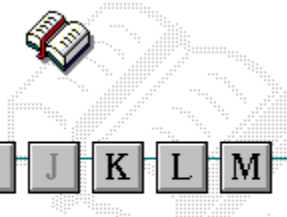[error-checking](#)
[expand](#)
[expanded memory](#)
[extended memory](#)
[extended synthesizer](#)
[extension](#)

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
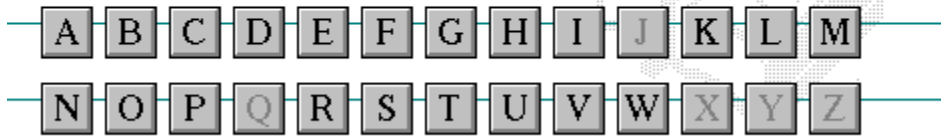
F

[file](#)
[file information line](#)
[flow control](#)
[font](#)
[font size](#)
[format](#)
[full-screen application](#)

Windows Glossary

Click a button or term.

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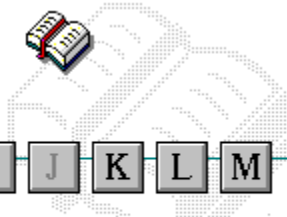N O P Q R S T U V W X Y Z

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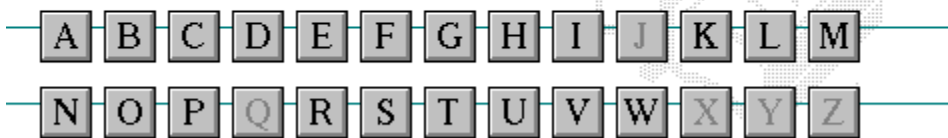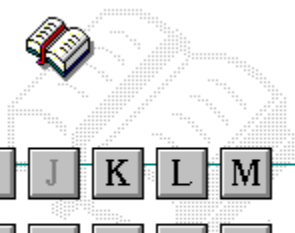N O P Q R S T U V W X Y Z

H

History button
hotspot
hue
HyperGuide button bar
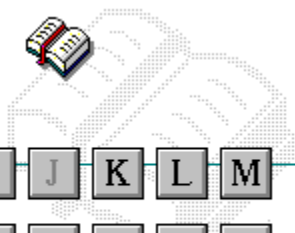
Windows Glossary

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 |

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 |

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

J

No defined terms.

Windows Glossary

Click a button or term.

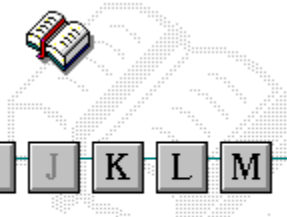| A | B | C | D | E | F | G | H | I | J | K | L | M |

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

K

keymaps

keyword

kilobyte

Windows Glossary

Click a button or term.

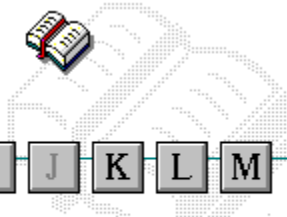A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

L

list box
local printer
local queue
luminosity

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

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
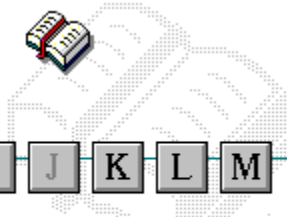
multimedia extensions

Multimedia PC

multitasking

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

N

[network printer](#)
[network queue](#)
[network server](#)
[non-Windows application](#)

Windows Glossary

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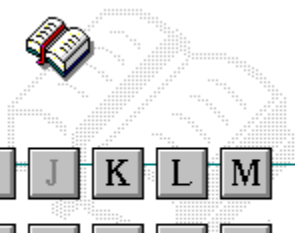
A B C D E F G H I J K L M

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

O

open

option button

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

P

parity
palette
patch
patchmaps
pathname
picture elements
pixels
playlist
pointer
port

print option
printer-driver file
printer font
printer queue information line
program file
program information file (PIF)
program item
program item icon

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 |

Q

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
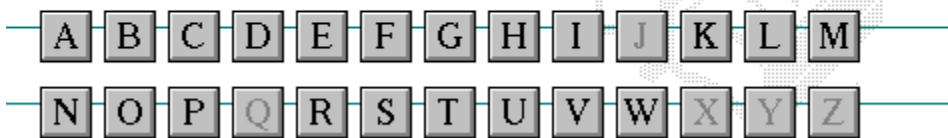
R

RGB components
read-only
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
N O P Q R S T U V W X Y Z

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

Windows Glossary

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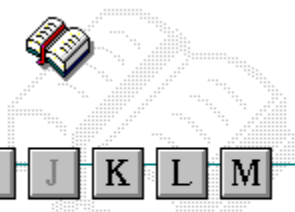
A B C D E F G H I J K L M

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

T

Task List
text box
text file
title
title bar
topic
track

Windows Glossary

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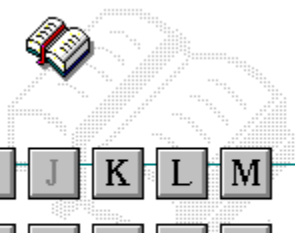
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

U

Up button

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
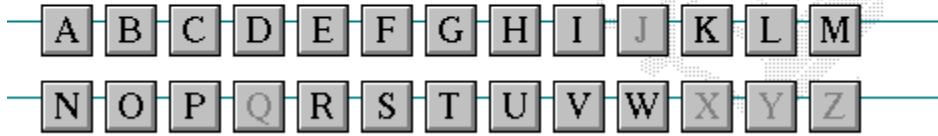
V

vector font
virtual memory
volume label

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

W

[waveform](#)
[WAVE format](#)
[wildcard characters](#)
[window](#)
[window border](#)
[Windows application](#)
[wrap](#)

Windows Glossary

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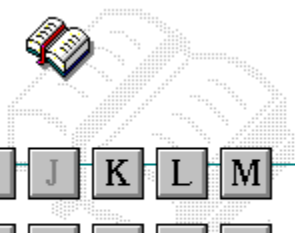
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

X

No defined terms.

Windows Glossary

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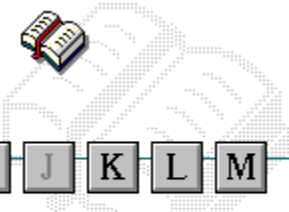
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Y

No defined terms.

Windows Glossary

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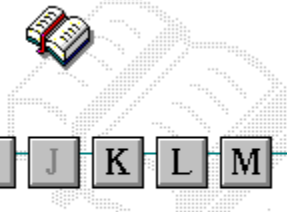
A B C D E F G H I J K L M

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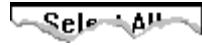
A word or phrase, usually found in a menu, that you choose to carry out an action.

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
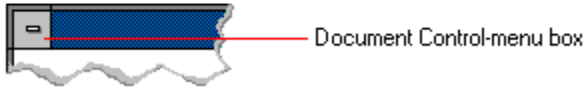
conventional memory

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:

Search	Display (monitor)
Search	Keyboard
Search	Mouse
Search	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   A   C RAM D CD E NET F

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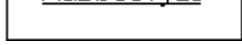
A display box is not an option, but a type of text box that shows an example of another option you have selected, in this case a sample of the 10 pt, underlined, Helvetica font.

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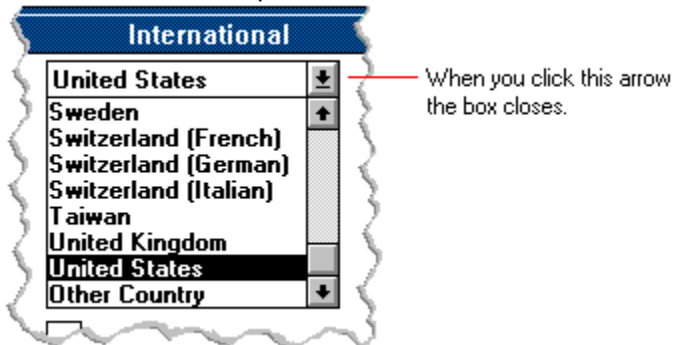
NOTE: When the list is longer than the box, scroll bars are provided.

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:

Search   The file's position in the queue or a printer icon if the file is printing.

Search   The title of the print job assigned by the application (if your network software supports this).

Search   What percentage of the file has printed so far.

Search   The size of the file in kilobytes (if the Print File Size command on the View menu is selected).

Search   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

| Contents | Search | Back | History | Up | << | >> |

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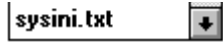
A box within a dialog box that lists available choices--for example, the list of all available files in a directory. If all the choices don't fit in the box, there will be a vertical scroll bar to the right of the list box. In some list boxes, you can select more than one item.

local printer

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

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   Search

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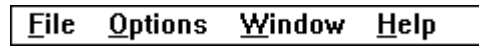
The horizontal bar containing the names of an application's menus. It appears just under the title bar.

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   Search

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:

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

program file

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

program information file (PIF)

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

program item

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

program item icon

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

RGB components

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

read-only

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

real mode

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

Restore button

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

root directory

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

sample

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

saturation

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

scaled font size

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

screen font

A font that duplicates a printer font on your screen.

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

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

screen saver

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

scroll arrow

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

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

scroll bar

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

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

scroll box

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

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

Search button

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

select

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

selection cursor

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

serial ports

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

shortcut key

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

shrink

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

simple device

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

solid color

A color directly supported by your display.

source directory

The directory containing the file or files you intend to copy or move.
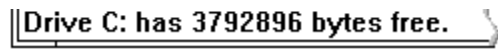
spin box   10

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.