Calendar

Click a button.

Quick Look

Brief information about Calendar.

Concepts

Overview information about Calendar.

Procedures

Step-by-step instructions for using Calendar.

Commands

Summaries of Calendar menu commands.

Keys

Key combinations for Calendar.

Calendar Concepts

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

What Is Calendar?

Using Calendar

Calendar Concepts

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

📁————What Is Calendar?

📂————Using Calendar

　　　Calendar's Day View

　　　Calendar's Month View

What Is Calendar?

Windows Calendar combines a month-at-a-glance calendar and a daily appointment book. Calendar has two views: Day and Month. In the Day view, you can:
- Write down appointments and save a record of appointments in a daily calendar.
- Set an alarm in a daily calendar for an appointment time.
- Add notes to a scratch pad.

In the Month view, you can:
- Look up dates on a monthly calendar.
- Mark days on a monthly calendar.
- Add notes to a scratch pad.
- Related Procedures

Concepts

[Calendar's Day View](#)

[Calendar's Month View](#)

Procedures

[Adding Notes to the Scratch Pad](#)

[Entering Appointments](#)
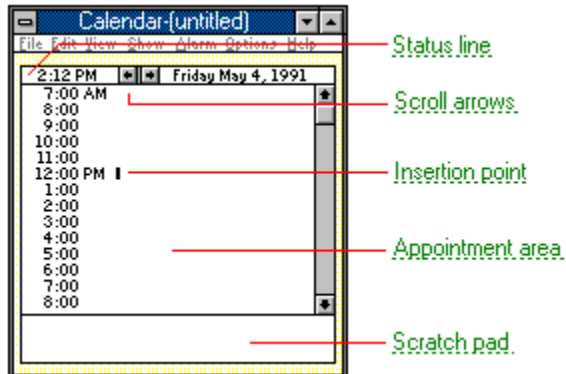
[Marking Dates in a Month](#)

[Moving Around the Day View](#)

[Saving New or Renaming Existing Files](#)

[Setting Alarms for Appointment Times](#)

Calendar's Day View

When you first start Calendar, an untitled Calendar window appears, displaying the Day view for the current date. Day view shows one-hour time intervals. The first hour that appears at the top of the window is 7:00 a.m.

In the appointment area, you can record appointments and set alarms for appointments. You can move to any day between January, 1980, and December, 2099.

Related Procedures

status line

Shows the current time, as well as the date for a day you move to.

You can double-click the status line to move to the Month view. The month that appears is the month for the day in the Day view.

scroll arrows

Move forward or backward a day at a time.

insertion point

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

appointment area

Area for recording appointments and setting alarms.

You can change the intervals between appointment times, the type of clock you want (12- or 24-hour), and the starting time. You can also add a special time falling between the regular time intervals.

scratch pad

Area for adding notes.

Procedures

Calendar's Month View

When you start Calendar, you see the Day view. If you switch to the Month view, you see a whole month at one time.
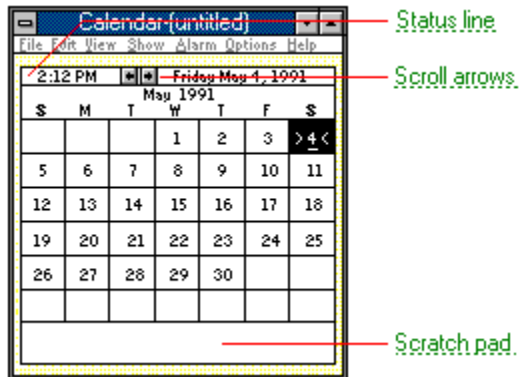
You can mark special dates with symbols, such as a box or an "x.". As in Day view, you can move to any month between January, 1980 and December, 2099.

Related Procedures

status line

Shows the current time, as well as the date for the selected day in a month you move to.

scroll arrows

Move forward or backward a month at a time.

To move to a specific day in the Day view, double-click the day in the monthly calendar.

Procedures

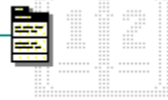[Adding Notes to the Scratch Pad](#)

[Marking Dates in a Month](#)

[Moving Around the Month View](#)

[Switching to the Day or Month View](#)

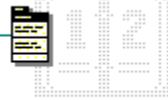# Calendar Commands

Click a menu name or command.

- **File**
- **Edit**
- **View**
- **Show**
- **Alarm**
- **Options**

Calendar Commands

Click a menu name or command.

File
Edit
View
Show
Alarm
Options

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

Calendar Commands

Click a menu name or command.
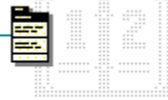
File
Edit
View
Show
Alarm
Options

Cut
Copy
Paste
Remove...

Calendar Commands

Click a menu name or command.

- <u>F</u>ile
- <u>E</u>dit
- <u>V</u>iew
- <u>S</u>how
- <u>A</u>larm
- <u>O</u>ptions

| <u>D</u>ay |
| <u>M</u>onth |

Calendar Commands

Click a menu name or command.

File

Edit

View

Show

Alarm

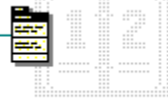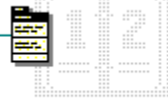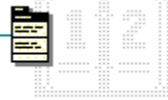Options

Today
Previous
Next
Date...

Calendar Commands

Click a menu name or command.

File
Edit
View
Show
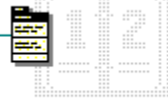**Alarm**
Options

Set
Controls...

Calendar Commands

Click a menu name or command.

- <u>F</u>ile
- <u>E</u>dit
- <u>V</u>iew
- <u>S</u>how
- <u>A</u>larm
- <u>O</u>ptions
  - <u>M</u>ark...
  - <u>S</u>pecial Time...
  - <u>D</u>ay Settings...

New Command

Creates a new file.

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

 Related Procedure

Open Command

Opens an existing file.

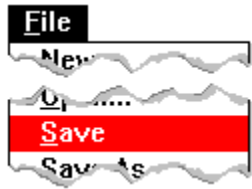When you choose this command, Calendar lets you save changes to the current file before opening the new file.

Select the Read Only check box if you don't want any changes made to the file.

	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.

Related Procedure

Save As Command

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

When you name a new or rename an existing file, if you don't specify an extension, .CAL 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.

Related Procedure

Print Command

File

New

Print...

Prints a range of appointments.

If you have connected and installed a printer, you can print a range of appointments in the current file. Calendar automatically prints to the <u>default printer</u>.

[+]   Related Procedures

Procedures

[Connecting to Network Printers](#)
[Installing New Printers](#)
[Printing Appointments](#)

Page Setup Command

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

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.

 Related Procedures

Procedures

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

Printer Setup Command

Sets printer options for Calendar before printing.

You can:
- Select a default printer for Calendar.
- Choose Setup and change options for the printer.

The available options depend on the type of printer selected.

 Related Procedure

Exit Command

Exits Calendar and closes the Calendar window.

If the file is unsaved, Calendar lets you save it before exiting.
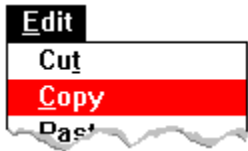
Cut Command

Edit
Cut
Cop

Cuts text from a file and places it onto the <u>Clipboard</u>, erasing the previous Clipboard contents.

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

Related Procedure

Copy Command

```
Edit
  Cut
  Copy
  Past
```

Copies text from a file onto the Clipboard, leaving the original intact and erasing the previous Clipboard contents.

You can then use Paste to place the copied text in the same file, another file, or another application.

Related Procedure

Paste Command

Edit
~Cut~
~Copy~
Paste
~Remove~

Pastes a copy of the Clipboard contents at the insertion point or replaces selected text.

You can choose this command repeatedly to paste the Clipboard contents in more than one location.

Related Procedure

Remove Command

Removes all the entries from a range of appointment days in the current file.

To remove or delete an entire file, you must use File Manager.

     Related Procedures

Procedures

[Deleting Files or Directories](#)
[Removing Entries from Appointment Days](#)

Day Command

Switches from the Month view to the Day view.

The mouse shortcut for this command is simply to double-click in the status line (the bar with the date in it).

     Related Procedure

Month Command

View
Day
Month

Switches from the Day view to the Month view.

The mouse shortcut for this command is simply to double-click in the status line (the bar with the date in it).

Options   Related Procedure

Today Command

Show
Today
Previous

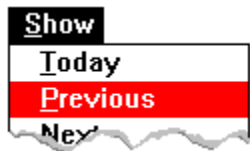Moves to the current day in the Day or Month view.

Related Procedures

Procedures

[Moving Around the Day View](#)
[Moving Around the Month View](#)

Previous Command

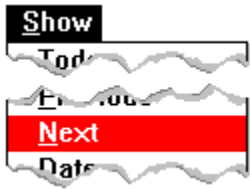Moves to the preceding day in the Day view or the preceding   month in the Month view.

Related Procedures

Procedures

[Moving Around the Month View](#)
[Moving Around the Day View](#)

Next Command

Show
Tod...
Pr...ou...
Next
Dat...

Moves to the following day in the Day view or the following month in the Month view.

Related Procedures

Procedures

[Moving Around the Day View](#)
[Moving Around the Month View](#)

Date Command

Show
~~Tod~~
~~N~~
Date...

Moves to a specific date in the Day or Month view.

When entering a date, you can type any date between January 1, 1980, and December 31, 2099. Type dates in either the mm/dd/yyyy or mm-dd-yyyy format. You do not need to type leading zeros for days or months. If you type a two-digit number for the year, Calendar assumes the 20th century. The following examples show some acceptable date formats:

You can type this	For this date
3/16/90	March 16, 1990
11-7-90	November 7, 1990
9/13/2010	September 13, 2010

Related Procedures

Procedures

[Moving Around the Day View](#)
[Moving Around the Month View](#)

Set Command

Sets and removes an alarm.

Use Calendar's alarm to remind yourself of appointments. You can set the alarm for as many appointments as you want.

When the alarm goes off, Calendar alerts you in one of the following ways:

If Calendar is	This happens
Active	A dialog box reminds you of the appointment
Inactive	The title bar at the top of the Calendar window flashes.
An icon	The icon flashes.

If you chose the Sound option, the alarm will also beep.

        Related Procedures

Procedures

Controls Command

Controls alarm options.

When you choose Controls, you can set the alarm to go off up to ten minutes early. You can also turn the alarm's sound on or off.

     Related Procedures

Procedures

Mark Command

Marks and unmarks special days in the Month view.

When you choose Mark, a dialog box opens displaying five symbols. Select the symbols you want to display on a selected date in the Month view. Use symbols to call attention to special days such as paydays, holidays, birthdays, and anniversaries.

        Related Procedure

Special Time Command

Adds and removes special times in an appointment day.

A special time is a time falling between the intervals set in the Day Settings dialog box.

 Related Procedure

Day Settings Command

Options

Day Settings...

Changes the view settings.

You can specify:

- The intervals between appointments.
- A 12- or 24-hour clock.
- The starting time appearing at the top of the window.
- Related Procedure

Calendar Procedures

Click a folder or topic title.

- Switching to the Day or Month View
- Using the Month View
- Setting up an Appointment
- Working with Text
- Setting an Alarm
- Customizing your Calendar
- Printing
- Working with Files

Calendar Procedures

Click a folder or topic title.

📁———Switching to the Day or Month View
📁———Using the Month View

　　Moving Around the Month View

　　Marking Dates in a Month

📁———Setting up an Appointment
📁———Working with Text
📁———Setting an Alarm
📁———Customizing your Calendar
📁———Printing
📁———Working with Files

Calendar Procedures

Click a folder or topic title.

📁——Switching to the Day or Month View
📁——Using the Month View
📁——Setting up an Appointment

   Moving Around the Day View
   Moving to Appointment Times
   Entering Appointments
📁——Working with Text
📁——Setting an Alarm
📁——Customizing your Calendar
📁——Printing
📁——Working with Files

Calendar Procedures

Click a folder or topic title.

- Switching to the Day or Month View
- Using the Month View
- Setting up an Appointment
- Working with Text

    Adding Notes to the Scratch Pad

    Moving the Insertion Point

    Selecting Text in Calendar

    Copying, Cutting, and Pasting Text

    Removing Entries from Appointment Days

- Setting an Alarm
- Customizing your Calendar
- Printing
- Working with Files

Calendar Procedures

Click a folder or topic title.

- Switching to the Day or Month View
- Using the Month View
- Setting up an Appointment
- Working with Text
- Setting an Alarm

    Setting Alarms for Appointment Times
    Removing Alarms
    Changing the Sound Option
    Setting the Alarm for an Early Ring
    Turning off the Alarm

- Customizing your Calendar
- Printing
- Working with Files

Calendar Procedures

Click a folder or topic title.

- Switching to the Day or Month View
- Using the Month View
- Setting up an Appointment
- Working with Text
- Setting an Alarm
- Customizing your Calendar
    - Adding Special Times
    - Changing the Day Settings
- Printing
- Working with Files

Calendar Procedures

Click a folder or topic title.

- Switching to the Day or Month View
- Using the Month View
- Setting up an Appointment
- Working with Text
- Setting an Alarm
- Customizing your Calendar
- Printing

    Printing Appointments

    Changing Printers and Printer Options

    Printing Headers and Footers

    Setting Margins

- Working with Files

Calendar Procedures

Click a folder or topic title.

📁———Switching to the Day or Month View
📁———Using the Month View
📁———Setting up an Appointment
📁———Working with Text
📁———Setting an Alarm
📁———Customizing your Calendar
📁———Printing
📁———Working with Files

Creating New Files

Opening Existing Files

Saving Existing Files

Saving New or Renaming Existing Files

Switching to the Day or Month View

To change from the Day to the Month view:

▶   Double-click the status line.

To change from the Month to the Day view:

▶   Double-click the status line to move to the selected day.

    Or double-click a specific day.

       Keyboard Procedure

Moving Around the Month View

To move to	Do this
The next month	Click the Right scroll arrow or choose Next from the Show menu.
The previous month	Click the Left scroll arrow or choose Previous from the Show menu.
The current month	Choose Today from the Show menu.
A specific month	Choose Date from the Show menu and type a date. Then click OK. Click ⊞ for an example of a valid date.

📁   Keyboard Procedure

Marking Dates in a Month

To mark a special date:

1 Click the date you want to mark in the Month view.

2 Choose Mark from the Options menu.

3 Select a mark symbol.

4 Click OK.

To remove a mark:

1 Move to the marked date.

2 Choose Mark from the Options menu.

3 Clear the check box of the symbol you want to remove.

4 Click OK.

Keyboard Procedure

Moving Around the Day View

To move to	Do this
The previous day	Click the Left scroll arrow or choose Previous from the Show menu.
The next day	Click the Right scroll arrow or choose Next from the Show menu.
The current day	Choose Today from the Show menu.
A specific day	Choose Date from the Show menu and type a date. Then click OK. Click ⊞ for an example of a valid date.

▭ Related Procedure
▭ Keyboard Procedure

example

You can type any date between January 1, 1980, and December 31, 2099. Type dates in either the mm/dd/yyyy or mm-dd-yyyy format. You do not need to type leading zeros for days or months. If you type a two-digit number for the year, Calendar assumes the 20th century. The following examples show some acceptable date formats:

You can type this	For this date
3/16/90	March 16, 1990
11-7-90	November 7, 1990
9/13/2010	September 13, 2010

Moving to Appointment Times

To move to an appointment time:

▶ Click the time.

🗀 Related Procedure

🗀 Keyboard Procedure

Entering Appointments

Entering an appointment involves moving the insertion point to a time in the Day view and typing text that describes the appointment scheduled for that time.

To enter text for an appointment day:

1 Move the insertion point to the appointment time.

   If the time is not visible, use the scroll bar to move the time onto the screen.

2 Type the text.

   You can type approximately 80 characters of text describing an appointment. The line scrolls horizontally if you continue typing past the end of the line initially shown in Calendar.

📁   Related Procedure
📁   Keyboard Procedure

Adding Notes to the Scratch Pad

The scratch pad is the area at the bottom of the Calendar window in either the Day view or the Month view.

To use the scratch pad:

1 Click in the scratch pad.

2 Type up to three lines of text.

3 Press TAB to return to the appointment area.

When your text reaches the right border of the scratch pad, Calendar automatically wraps the text to the next line.

Keyboard Procedure

Moving the Insertion Point

To move the insertion point:

▸ Move the mouse to position the <u>insertion point</u> where you want it and click the left mouse button once.

▢ Keyboard Procedure

Selecting Text in Calendar

You cannot select text from more than one appointment at a time.

To select text:

1 Point to the first character you want to select.
2 Hold down the mouse button and drag the <u>insertion point</u> 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.
▢   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 the text.

   Or choose Cut to cut the 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 text is inserted from the Clipboard.

   Keyboard Procedure

Removing Entries from Appointment Days

To remove entries from a file:

1 <u>Open the file</u> from which you want to remove appointments.

2 Choose Remove from the Edit menu.

3 To remove appointments over a range of days, type the first date in the From box, then type the last date in theTo box.

   Or to remove entries from only one appointment day, leave the To box blank.

4 Click OK.

Keyboard Procedure

Setting Alarms for Appointment Times

Calendar has an alarm you can set to remind you of appointments. You can set the alarm for as many appointments as you want.

To set an alarm:

1 <u>Move</u> to the appointment time.
2 Choose Set from the Alarm menu.

When the alarm goes off, Calendar alerts you in one of the following ways:

If Calendar is	This happens
Active	A dialog box reminds you of the appointment
Inactive	The <u>title bar</u> at the top of the Calendar window flashes.
An icon	The <u>icon</u> flashes.

If you chose the <u>Sound option</u>, the alarm will also beep.

📁   Related Procedure
📁   Keyboard Procedure

Removing Alarms

To remove an alarm:

1 Move to the time the alarm is set for.

2 Choose Set from the Alarm menu.

　　　　Keyboard Procedure

Changing the Sound Option

To turn the alarm's sound on or off:

1 Choose Controls from the Alarm menu.

2 Select or clear the Sound check box.

3 Click OK.

Keyboard Procedure

Setting the Alarm for an Early Ring

To set an alarm to go off early:

1 Set the alarm for an appointment time.

2 Choose Controls from the Alarm menu.

3 Type a number from 0 to 10 in the Early Ring box to set the number of minutes an alarm goes off before an appointment.

4 Click OK.

Keyboard Procedure

Turning off the Alarm

To turn off the alarm after it goes off:

▶   Click OK if Calendar is the active window.

Or if Calendar is an inactive window, make the window active and click OK.

Or if Calendar is an <u>icon</u>, select the icon and click OK.

📁   Related Procedures

📁   Keyboard Procedure

Procedures

[Changing the Sound Option](#)
[Removing Alarms](#)

Adding Special Times

A special time is any time that falls between the intervals you set in the Day Settings dialog box. For example, no matter what time interval you set, 11:10 is a special time.

To add a special time:

1 Choose Special Time from the Options menu.

2 Type the time in the Special Time box.

3 Select AM or PM if you are using a 12-hour clock.

4 Choose Insert.

To remove a special time:

1 Move the insertion point to the time.

2 Choose Special Time from the Options menu.

3 Choose Delete.

Keyboard Procedure

Changing the Day Settings

To change the day settings:

1 Choose Day Settings from the Options menu.

2 Change the appropriate options and click OK.

Use this option	To specify
Interval	15-, 30-, or 60-minute intervals between appointment times.
Hour Format	Either a 12-hour or 24-hour clock.
Starting Time	The time that appears at the top of the window when you first view an appointment day.

Keyboard Procedure

Printing Appointments

If you have connected and installed a printer, you can print a range of appointments in the current file. Calendar automatically prints to the <u>default printer</u>.

To print appointments:

1 Choose Print from the File menu.

2 To type a range of appointments, type the beginning date in the From box, then type the ending date in the To box.

   Or to print one appointment date, leave the To box blank.

3 Click OK.

      Related Procedures

      Keyboard Procedure

Procedures

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 choose.

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.

   Related Procedure

   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.

Related Procedure

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.

📁   Related Procedure

📁   Keyboard Procedure

Creating New Files

To create a new file:

▶ Choose New from the File menu.

File Related Procedure

File Keyboard Procedure

Opening Existing Files

To open an existing document:

1 Choose Open from the File menu.

2 Select the Read Only check box if you don't want to make any changes to the document.

3 If the file is in the current directory, double-click the name of the file in the Files box.

   If the file is not in the current directory, double-click the directory you want in the Directories box. Then double-click the name of the file in the Files box. ⊞

File   Related Procedure

File   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

To save changes to an existing file:

▶ Choose Save from the File menu.

File Related Procedure

File Keyboard Procedure

Saving New or Renaming Existing Files

To save a new file or to save an existing file under an additional 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 .CAL 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. ⊞

File   Related Procedure

File   Keyboard Procedure

Procedures

[Browsing Through the Directories List Box](#)
[Saving Existing Files](#)

hint

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

hint

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

Calendar Keys

Click a folder or topic title.

File – Topics

Calendar Keys

Click a folder or topic title.

📁 <u>Topics</u>

      <u>Movement Keys</u>

      <u>Text Selection Keys</u>

Movement Keys

Use the following keys for moving around in Calendar's Day view:

To move	Press
To the time above	UP ARROW
To the time below	DOWN ARROW or ENTER
Right one character	RIGHT ARROW
Left one character	LEFT ARROW
Right one word	CTRL+RIGHT ARROW
Left one word	CTRL+LEFT ARROW
To the previous screen	PAGE UP
To the next screen	PAGE DOWN
To the starting time	CTRL+HOME
To 12 hours after the starting time	CTRL+END
Between the appointment area and the scratch pad	TAB

Use the following keys for moving around in Calendar's Month view:

To	Press
Move to the week above	UP ARROW
Move to the week below	DOWN ARROW
Move to the previous month	PAGE UP
Move to the next month	PAGE DOWN
Move between a date and the scratch pad	TAB
Change to the Day view of the selected date	ENTER

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 in the scratch pad. Or, if the line is already selected, cancels the selection.	SHIFT+DOWN or UP ARROW
Text from the insertion point to the beginning of the line.	SHIFT+HOME
Text from the insertion point to the end of the line.	SHIFT+END
The previous word.	CTRL+SHIFT+LEFT ARROW
The next word.	CTRL+SHIFT+RIGHT ARROW

Text from the insertion point to the beginning of the scratch pad.	CTRL+SHIFT+HOME
Text from the insertion point to the end of the scratch pad.	CTRL+SHIFT+END

Calendar Keyboard Procedures

Click a folder or topic title.

- Switching to the Day or Month View
- Using the Month View
- Setting up an Appointment
- Working with Text
- Setting an Alarm
- Customizing your Calendar
- Printing
- Working with Files

Calendar Keyboard Procedures

Click a folder or topic title.

📁———Switching to the Day or Month View
📁———Using the Month View

📁———Setting up an Appointment
📁———Working with Text
📁———Setting an Alarm
📁———Customizing your Calendar
📁———Printing
📁———Working with Files

Calendar Keyboard Procedures

Click a folder or topic title.

📁 —— Switching to the Day or Month View
📁 —— Using the Month View
📁 —— Setting up an Appointment

   Moving Around the Day View
   Moving to Appointment Times
   Entering Appointments
📁 —— Working with Text
📁 —— Setting an Alarm
📁 —— Customizing your Calendar
📁 —— Printing
📁 —— Working with Files

Calendar Keyboard Procedures

Click a folder or topic title.

📁 Switching to the Day or Month View
📁 Using the Month View
📁 Setting up an Appointment
📁 Working with Text

     Adding Notes to the Scratch Pad

     Moving the Insertion Point

     Selecting Text in Calendar

     Copying, Cutting, and Pasting Text

     Removing Entries from Appointment Days

📁 Setting an Alarm
📁 Customizing your Calendar
📁 Printing
📁 Working with Files

Calendar Keyboard Procedures

Click a folder or topic title.

📁———Switching to the Day or Month View
📁———Using the Month View
📁———Setting up an Appointment
📁———Working with Text
📁———Setting an Alarm

       Setting Alarms for Appointment Times
       Removing Alarms
       Changing the Sound Option
       Setting the Alarm for an Early Ring
       Turning off the Alarm

📁———Customizing your Calendar
📁———Printing
📁———Working with Files

Calendar Keyboard Procedures

Click a folder or topic title.

- Switching to the Day or Month View
- Using the Month View
- Setting up an Appointment
- Working with Text
- Setting an Alarm
- Customizing your Calendar
    - Adding Special Times
    - Changing the Day Settings
- Printing
- Working with Files

Calendar Keyboard Procedures

Click a folder or topic title.

📁——Switching to the Day or Month View
📁——Using the Month View
📁——Setting up an Appointment
📁——Working with Text
📁——Setting an Alarm
📁——Customizing your Calendar
📁——Printing

Printing Appointments

Changing Printers and Printer Options

Printing Headers and Footers

Setting Margins

📁——Working with Files

Calendar Keyboard Procedures

Click a folder or topic title.

📁——Switching to the Day or Month View
📁——Using the Month View
📁——Setting up an Appointment
📁——Working with Text
📁——Setting an Alarm
📁——Customizing your Calendar
📁——Printing
📁——Working with Files

       Creating New Files

       Opening Existing Files

       Saving Existing Files

       Saving New or Renaming Existing Files

Keyboard: Switching to the Day or Month View

To change from the Day to the Month view:

1 Press ALT and then V.

2 Press M.

To change from the Month to the Day view:

Press ALT and then V. Then press D.

Or use the arrow keys to select a specific day and press ENTER.

Mouse Procedure

Keyboard: Moving Around the Month View

To move around the month view:

1 Press ALT and then S.

2 Press one of the following letters:

Press	To move to
N	The next month.
P	The previous month.
T	The current month.
D	A specific month. Then type a date and choose OK. Choose ☐ for an example of a valid date.

☐ Mouse Procedure

Keyboard: Marking Dates in a Month

To mark a special date:

1 Use the arrow keys to select the date you want to mark.

2 Press ALT and then O.

3 Press M.

4 Press TAB until you reach a symbol you want to select.

5 Press the SPACEBAR at each symbol you want to select.

6 Press ENTER.

To remove a mark:

1 Use the arrow keys to select the marked date.

2 Press ALT and then O.

3 Press M.

4 Press TAB until you reach a symbol you want to remove.

5 Press the SPACEBAR to clear each check box you want to move.

6 Press ENTER.

Mouse Procedure

Keyboard: Moving Around the Day View

To move around the day view:

1 Press ALT and then S.

2 Press one of the following letters:

Press	To move to
N	The next day.
P	The previous day.
T	The current day.
D	A specific day. Then type a date and choose OK.
	Choose ⬜ for an example of a valid date.

📁 Related Procedure
📁 Mouse Procedure

Keyboard: Moving to Appointment Times

To move to an appointment time:

Use the following keys:

Press	To move
UP ARROW	To the time above.
DOWN ARROW or ENTER	To the time below.
PAGE UP	To the previous screen.
PAGE DOWN	To the next screen.
CTRL+HOME	To the starting time.
CTRL+END	Twelve hours after the starting time.

Related Procedure
Mouse Procedure

Keyboard: Entering Appointments

To enter text for an appointment day:

1 Use the UP ARROW or DOWN ARROW keys to move the insertion point to the appointment time.

2 Type the text.

    Related Procedure

    Mouse Procedure

Keyboard: Adding Notes to the Scratch Pad

To use the scratch pad:

1 Press TAB to move to the scratch pad.

2 Type up to three lines of text.

Mouse Procedure

Keyboard: Moving the Insertion Point

To move the insertion point:

Use the following keys:

Press	To move
UP ARROW	To the time above.
DOWN ARROW or ENTER	To the time below.
RIGHT ARROW	Right one character.
LEFT ARROW	Left one character.
CTRL+RIGHT ARROW	Right one word.
CTRL+LEFT ARROW	Left one word.
PAGE UP	To the previous screen.
PAGE DOWN	To the next screen.
CTRL+HOME	To the starting time.
CTRL+END	To 12 hours after the starting time.
TAB	Between the appointment area and the scratch pad.

Mouse Procedure

Keyboard: Selecting Text in Calendar

To select text:

1 Use the arrow keys to move to the first character you want to select.

2 Press SHIFT.

3 Press the LEFT ARROW or RIGHT ARROW key to move to the last character you want to select in the appointment area.

   Or press any of the arrow keys to move to the last character you want to select in the scratch pad.

4 Release SHIFT.

To cancel a selection:

📁   Press an arrow key.

📁   Mouse Procedure

Keyboard: Copying, Cutting, and Pasting Text

To copy and paste or cut and paste text:

1 <u>Select the text</u>.

2 Press CTRL+INS to copy the text.

   Or press SHIFT+DEL to cut the text.

3 <u>Move the insertion point</u> to where you want the text to appear.

   Or select text you want to replace.

4 Press SHIFT+INS.

       Mouse Procedure

Keyboard: Removing Entries from Appointment Days

To remove entries from a file:

1 [Open the file](#) from which you want to remove appointments.

2 Press ALT and then E.

3 Press R.

4 To remove appointments over a range of days, type a date in the From box, then press TAB and type the last date in the To box.

   Or to remove entries from one appointment day, leave the To box blank.

5 Press ENTER.

 Mouse Procedure

Keyboard: Setting Alarms for Appointment Times

To set an alarm:

1 Move to the appointment time.

2 Press ALT and then A.

3 Press S.

📁   Related Procedure
📁   Mouse Procedure

Keyboard: Removing Alarms

To remove an alarm:

1 <u>Move to the time</u> the alarm is set for.

2 Press ALT and then A.

3 Press S.

Mouse Procedure

Keyboard: Changing the Sound Option

To turn the alarm's sound on or off:

1 Press ALT and then A.

2 Press C.

3 Press TAB.

4 Press the SPACEBAR to select or clear the Sound check box.

5 Press ENTER.

    Mouse Procedure

Keyboard: Setting the Alarm for an Early Ring

To set an alarm to go off early:

1 [Set the alarm](#) for an appointment time.

2 Press ALT and then A.

3 Press C.

4 Type a number from 0 to 10 to set the number of minutes an alarm goes off before an appointment.

5 Press ENTER.

        Mouse Procedure

Keyboard: Turning off the Alarm

To turn off the alarm after it goes off:

      Press ENTER if Calendar is the active window.

Or if Calendar is an inactive window, make the window active and press ENTER.

Or if Calendar is an icon, select the icon and press ENTER.

      Related Procedures

      Mouse Procedure

Procedures

Keyboard: Adding Special Times

To add a special time:

1 Press ALT and then O.

2 Press S.

3 Type the time in the Special Time box.

4 Press ALT+A to select AM or press ALT+P to select PM if you are using a 12-hour clock.

5 Press ENTER.

To remove a special time:

1 Move the insertion point to the time.

2 Press ALT and then O.

3 Press S.

4 Press ALT+D.

       Mouse Procedure

Keyboard: Changing the Day Settings

To change the day settings:

1 Press ALT and then O.

2 Press D.

3 Use the LEFT ARROW or RIGHT ARROW key to select 15-, 30-, or 60-minute intervals between appointment times.

4 Press TAB and use the LEFT ARROW or RIGHT ARROW key to select a 12-hour or 24-hour clock.

5 Press TAB and type the time that you want to appear at the top of the window when you first view an appointment day.

6 Press ENTER.

Mouse Procedure

Keyboard: Printing Appointments

To print appointments:

1 Press ALT and then F.

2 Press P.

3 To print a range of appointments, type the beginning date in the From box, then press TAB and type the ending date in the To box.

   Or to print one appointment date, leave the To Box blank.

4 Press ENTER.

📁   Related Procedure

📁   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.

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.

Related Procedure

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 if you want to change other margins.

6 Press ENTER.

 Related Procedure

 Mouse Procedure

Keyboard: Creating New Files

To create a new file:

1 Press ALT and then F.

2 Press N.

Related Procedure

Mouse Procedure

Keyboard: Opening Existing Files

To open an existing document:

1 Press ALT and then F.

2 Press O.

3 Press ALT+R and press the SPACEBAR to select the Read Only check box if you don't want to make any changes to the document. Then press ALT+N.

4 If the file is in the current directory, press ALT+F and use the UP ARROW or DOWN ARROW key to select the file.

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

5 Press ENTER.

Related Procedure

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.

Related Procedure

Mouse Procedure

Keyboard: Saving New or Renaming Existing Files

To save a new file or to save an existing file under an additional 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.

4 Press ENTER.

     Related Procedures
     Mouse Procedure

Procedures

[Browsing Through the Directories List Box](#)
[Saving Existing Files](#)

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.

Calendar Quick Look

Click a folder or topic title.

📁━━━━Calendar Quick Looks

Calendar Quick Look

Click a folder or topic title.

📁 Calendar Quick Looks

Day View

Month View

Click different parts of the picture to get quick help on
Calendar's Day View features.

Calendar - MEETING.CAL

File Edit View Show Alarm Options Help

| 8:25 AM | ← | → | Friday, November 15, 1991 |

```
    7:00 AM
    8:00
🔔  9:00        conference with Paul Johnson
   10:00
   11:00
   12:00 PM  |
    1:00        lunch in Pacific rm
    2:00
    3:00        off-site managers meeting
    4:00
    5:00
    6:00
    7:00
    8:00
```

prepare charts, graphs for next Thursday sales staff
meeting.
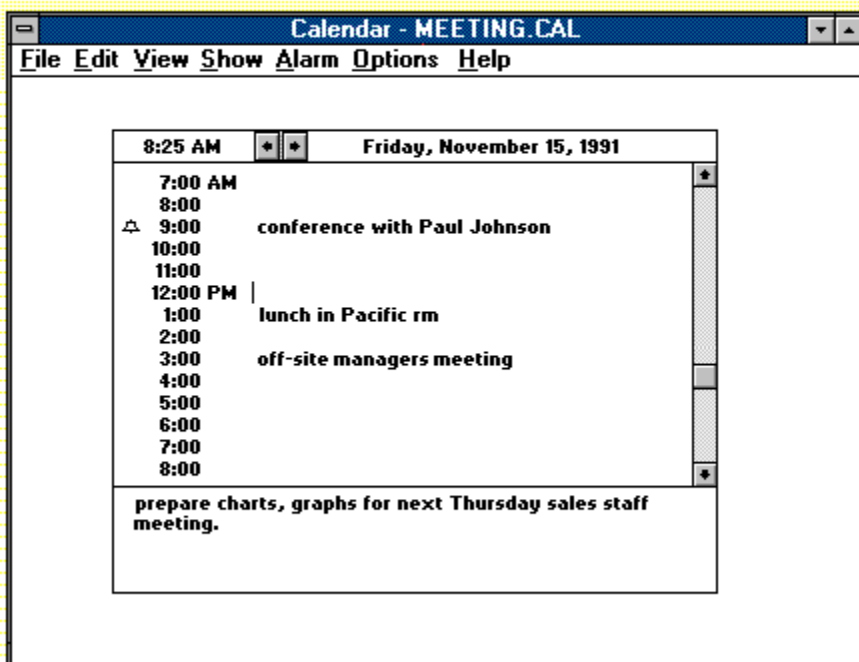
Click different parts of the picture to get quick help on
Calendar's Month View features.

	Calendar - NOVEMBER.CAL	

File Edit View Show Alarm Options Help

8:25 AM	←	→	Friday, November 15, 1991

November 1991

S	M	T	W	T	F	S
					1	2
3	. 4	5	6	. 7	8	9
10	11	12	13	14	> 15 <	16
17	18	19	20	. 21	22	23
24	25	26	27	28	29	30

Leaving for trade show. Meet with Jim early AM.
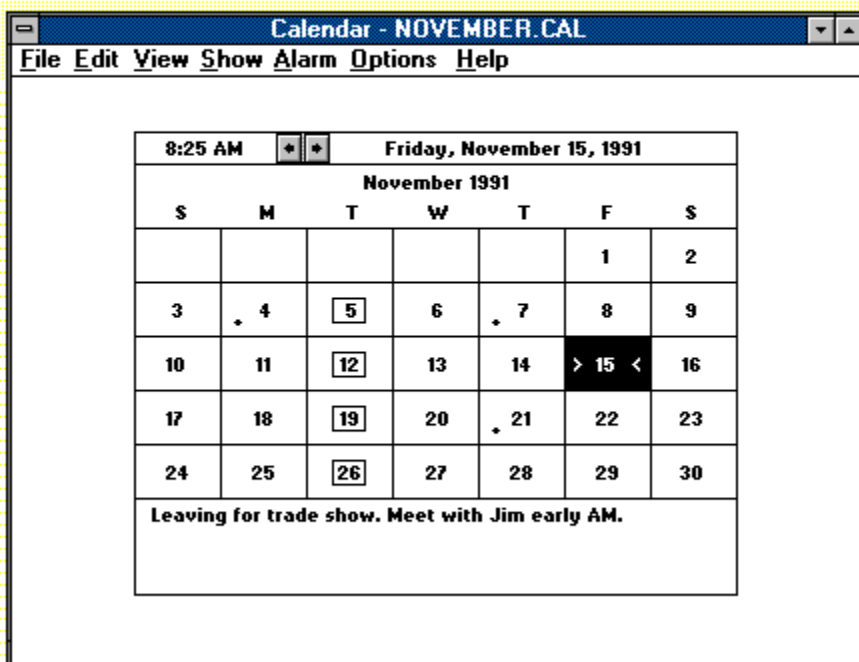
Calendar

Combines a month-at-a-glance calendar and a daily appointment book.

In the Month view, a monthly calendar, you can:

- Look up dates.
- Mark days.
- Add notes to a scratch pad.

In the Day view, a daily appointment book, you can:

- Write down appointments and save a record of appointments.
- Set an alarm for an appointment time.
- Add notes to a scratch pad.

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 Calendar. The title bar also shows the file that's open.

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

Minimize button

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

Maximize button

Click the Maximize button to enlarge the Calendar 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 a range of appointments.
Page Setup...	Sets margins, and adds headers and footers.
Printer Setup...	Sets printer options for Calendar before printing.
Exit	Exits Calendar and closes the Calendar window.

Edit menu

Edit	
Cut	Cuts selected text and places it onto the Clipboard.
Copy	Copies selected text onto the Clipboard.
Paste	Pastes a copy of the Clipboard contents at the insertion point.
Remove...	Removes all the entries from a range of appointment days.

View menu

View	
Day	Switches from the Month view to the Day view.
Month	Switches from the Day view to the Month view.

Show menu

Show	
Today	Moves to the current day in the Day or Month view.
Previous	Moves to the preceding day or month.
Next	Moves to the following day or month.
Date...	Moves to a specific date in the Day or Month view.

Alarm menu

Alarm	
Set	Sets and removes an alarm.
Controls...	Controls alarm options.

Options menu

Options
<u>M</u>ark...
<u>S</u>pecial Time...
<u>D</u>ay Settings...

Marks and unmarks special days in the Month view.

Adds and removes special times in a appointment day.

Changes the view settings.

Help menu

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

menu bar

File　Edit　View　Show　Alarm　Options　Help
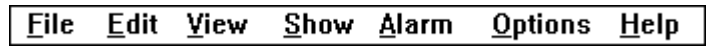
Contains the names of all the Calendar menus.

Click a menu name to display the menu commands.

time   8:25 AM

Indicates the current time. The line that shows the time is called the status line.

day view scroll arrows

Arrows on the status line, used to move to the previous or next day.
Click a scroll arrow in the status line to move to another day.

date | Friday, November 15, 1991 |

Indicates the date of the selected day. The line that shows the date is called the status line.

Double-click the date to change to the Month view.

appointment time   🔔 9:00   conference with Paul Johnson

The time of the appointment and a place for information about it. If the alarm is set, an alarm icon appears to the left of the appointment.

alarm icon 🔔

A bell that indicates that an alarm is set for an appointment.

insertion point |

A flashing bar in an application's window or in a dialog box. The insertion point shows where text will appear when you type. The text appears to the left of the insertion point, which is pushed to the right as you type.

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 move the contents of the window or list box.

Click a scroll bar to move the contents one screen.

scroll arrow

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

scroll box

A small box in a scroll bar. The scroll box shows the position of what's currently in the window or list box relative to the contents of the entire file or list.

Drag the scroll box to display another part of the contents.

Day view

An appointment book you can use to record appointments and to set an alarm to remind you of appointments.

Click an appointment to select it.

scratch pad   meeting.

The area below the appointment times where you can create and edit notes.

scratch pad

The area below the calendar days where you can create and edit notes.

month view scroll arrows

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

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

current month

Shows the month and year of the current calendar in month view.

Click a scroll arrow in the status line to change to another month.

Month view

A month-at-a-glance calendar that you can use to look up dates and mark days. Each box represents a day.

Click a day to select it.

day

A day in the Month view.

Double-click a day to see the appointments for that day.

mark ✕

A symbol , such as an "x," you can choose to mark special dates.
Use the Mark command from the Options menu to mark the selected day.

selected day

A highlighted day in the Month view.

Double-click a day to see the appointments for that day.

application window

The main window for an application, in this case the Calendar window. It contains the application's menu bar and main workspace. The Calendar application window can display either the Day view for scheduling daily appointments or the Month view for planning monthly events.

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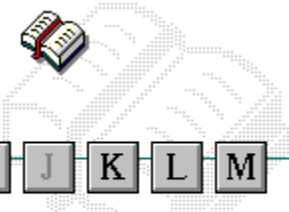
A B C D E F G H I J K L M

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
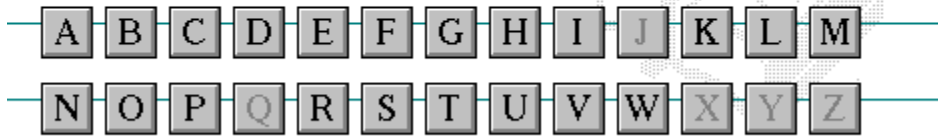
B

[<< button](#)
[>> button](#)
[Back button](#)
[base-level synthesizer](#)
[batch file](#)
[baud rate](#)
[bitmap](#)
[branch](#)
[browse](#)
[byte](#)

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
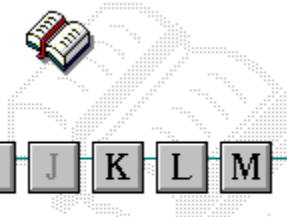
Windows Glossary

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
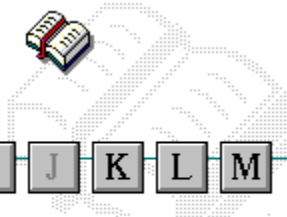
DOS

drag

drop-down list box

Windows Glossary

Click a button or term.

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
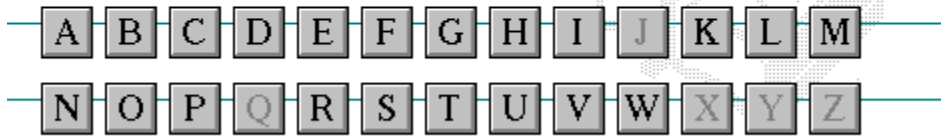
E

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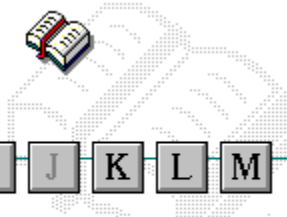
Windows Glossary

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
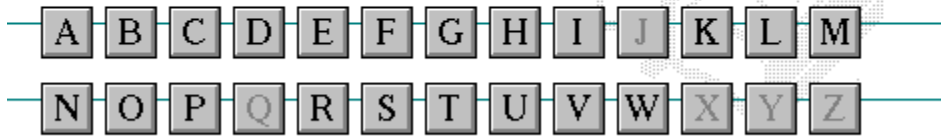
F

file

file information line

flow control

font

font size

format

full-screen application

Windows Glossary

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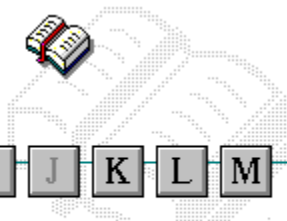
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

G
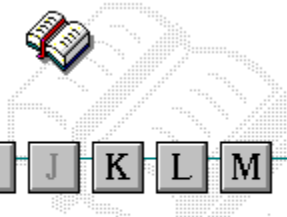
General MIDI Mode standard
group
group icon
group window

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
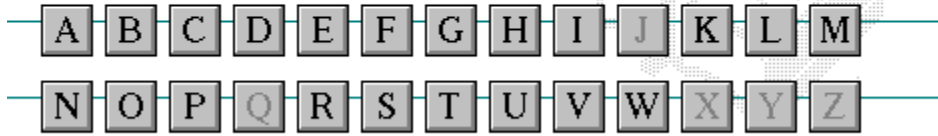
I
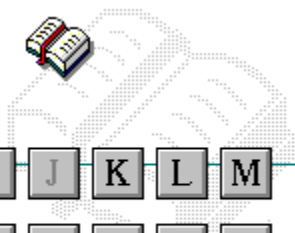
icon
insertion point
International MIDI Association

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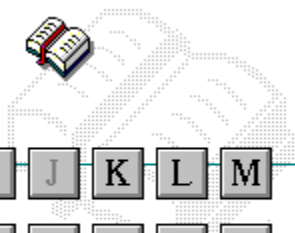
A B C D E F G H I J K L M

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	serial port
saturation	shortcut key
scaled font size	shrink
screen font	simple device
screen saver	solid color
scroll arrow	source directory
scroll bar	spin box
scroll box	standard mode
Search button	status bar
select	stop bits
selection cursor	synthesizer

Windows Glossary

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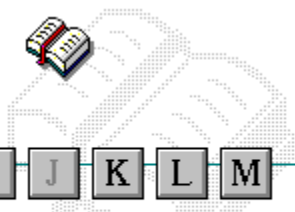
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

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
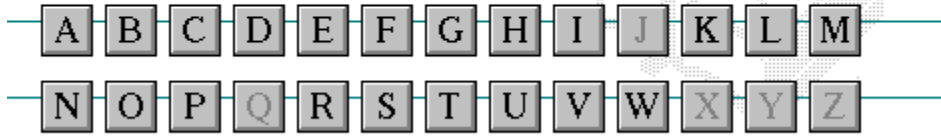
Click a button or term.

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
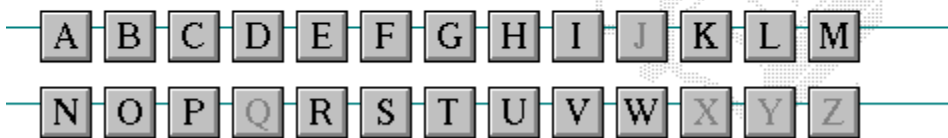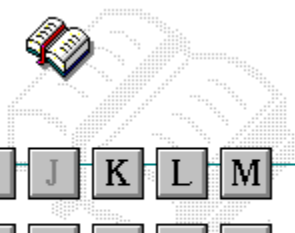
V

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
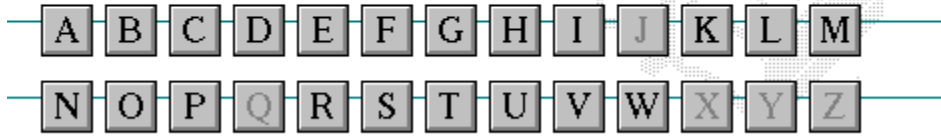
X

No defined terms.

Windows Glossary

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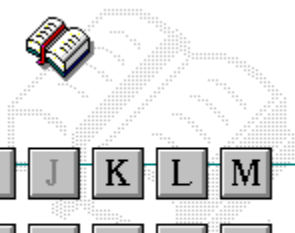
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

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

Paste
Scroll

A menu that opens from a command on another menu.

CD-ROM

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

channel

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

check box   ☐

⊠

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

choose

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

Clipboard

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

close

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

collapse

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

command

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

command button   OK

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

command line

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

complementary color

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

compound device

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

CONFIG.SYS

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

Contents button

Displays the HyperGuide contents.

Control menu

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

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

Control-menu box

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

Application Control-menu box

Document Control-menu box
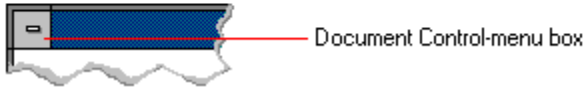
conventional memory

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

cutout

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

data bits

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

default button   OK

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

default printer

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

desktop

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

desktop pattern

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

destination directory

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

device contention

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

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

device driver

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

- Display (monitor)
- Keyboard
- Mouse
- Network

dialog box

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

directory path

Directory path

The directions to a directory or file within your system.

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

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

Directory Tree

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

Directory Tree window

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

directory window

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

disk-drive icon

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

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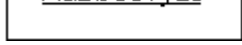
A display box is not an option, but a type of text box that shows an example of another option you have selected, in this case a sample of the 10 pt, underlined, Helvetica font.

document

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

document file

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

document window

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

DOS

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

drag

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

drop-down list box

A list box that opens and closes in dialog boxes.

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

International

| United States | ▼ |

— When you click this arrow, the list box opens.

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

International

United States ▼

— When you click this arrow the box closes.

Sweden
Switzerland (French)
Switzerland (German)
Switzerland (Italian)
Taiwan
United Kingdom
United States
Other Country
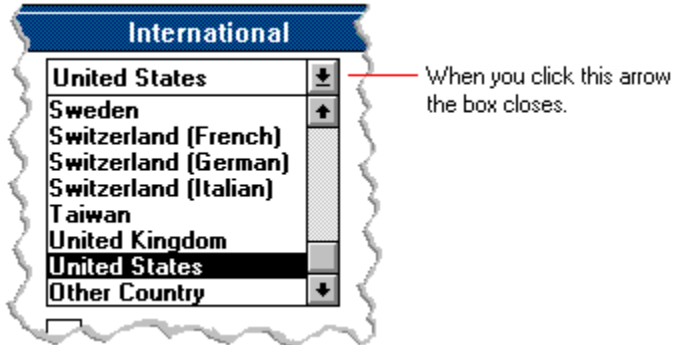
NOTE: When the list is longer than the box, scroll bars are provided.

error checking

A method for validating transmissions.

expand

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

expanded memory

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

extended memory

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

extended synthesizer

One of the two types of synthesizers accommodated by Windows.

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

extension

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

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

file

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

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

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

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

flow control

The method for controlling the flow of information.

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

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

font size

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

Helv

Helv 8 ABCDEFGHIJKL
Helv 10 ABCDEFGHIJKL
Helv 12 ABCDEFGHIJKL
Helv 14 ABCDEFGHIJKL

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

format

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

full-screen application

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

General MIDI Mode standard

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

group

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

group icon

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

group window

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

History button   History

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

hotspot

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

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

hue

The position of a color along the color spectrum.

HyperGuide button bar

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

icon

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

insertion point

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

International MIDI Association (IMA)

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

keymaps

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

keyword

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

kilobyte

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

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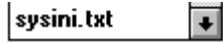
A box within a dialog box that lists available choices--for example, the list of all available files in a directory. If all the choices don't fit in the box, there will be a vertical scroll bar to the right of the list box. In some list boxes, you can select more than one item.

local printer

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

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

local queue

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

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

luminosity

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

maximize

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

Maximize button

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

Media Control Interface (MCI)

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

memory

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

menu   √**M**inimize on Use

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

menu bar   File   Options   Window   Help
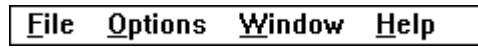
The horizontal bar containing the names of an application's menus. It appears just under the title bar.

menu command

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

menu name

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

menu title

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

MIDI

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

MIDI file

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

MIDI Mapper

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

MIDI Sequencer

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

MIDI Manufacturer's Association (MMA)

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

minimize

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

Minimize button

The small button at the upper-right corner of a window that contains a Down arrow. Mouse users can click the Minimize button to reduce a window to an icon. Keyboard users can use the Minimize command on the Control menu.

movie file

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

MSCDEX

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

multimedia extensions

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

Multimedia PC

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

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

multitasking

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

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

network printer

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

network queue

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

network server

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

non-Windows application

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

open

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

option button

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

palette

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

parity

The method of detecting errors in data transmission.

patch

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

patchmaps

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

pathname

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

picture elements

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

pixels

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

playlist

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

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

pointer

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

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

For choosing a HyperGuide hotspot.

For selecting text with your mouse.

For changing the size of a window with your mouse.

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

For indicating the application is processing your request.

port

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

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

Multimedia PCs also have a port for a MIDI sequencer.

print options

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

printer-driver file

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

printer font

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

printer queue information line   `PCL/HP LaserJet on LPT1 [Printing]`

Indicates the following:

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

program file

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

program information file (PIF)

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

program item

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

program item icon

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

RGB components

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

read-only

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

real mode

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

Restore button

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

root directory

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

sample

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

saturation

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

scaled font size

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

screen font

A font that duplicates a printer font on your screen.

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

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

screen saver

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

scroll arrow

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

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

scroll bar

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

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

scroll box

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

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

Search button   Search

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

select

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

selection cursor

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

serial ports

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

shortcut key

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

shrink

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

simple device

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

solid color

A color directly supported by your display.

source directory

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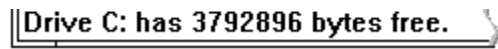
spin box

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

standard mode

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

status bar   Drive C: has 3792896 bytes free.

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

stop bits

The timing unit between characters.

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

synthesizer

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

Task List

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

text box   **File<u>n</u>ame:** `*.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.