File Manager Concepts

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

File Manager Concepts

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in the recommended order click the >> button.

📁———What Is File Manager?
📂———File Manager Basics

     The Directory Tree Window

     Directory Windows

📁———Working with File Manager
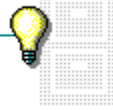📁———Ways to Start Applications

File Manager Concepts
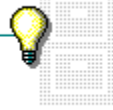
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📁——What Is File Manager?

⊞——File Manager Basics

📂——Working with File Manager

File and Directory Management

File and Directory Names

Search Feature

Selection of Multiple Files and Directories

Direct Manipulation of Files and Directories

File Attributes

Disk Maintenance

📁——Ways to Start Applications

What Is File Manager?

File Manager gives you access to the MS-DOS directory and file structure on your disk drives without leaving Windows. With File Manager you can:

- View an outline of the directories on your hard disk, CD-ROM disc, floppy-disk drive, and network disk drive.
- View a list of all the files in any directory or subdirectory.
- Organize and manage directories and files on any drive.
- Start applications and open documents.

You work with File Manager in these two types of windows:
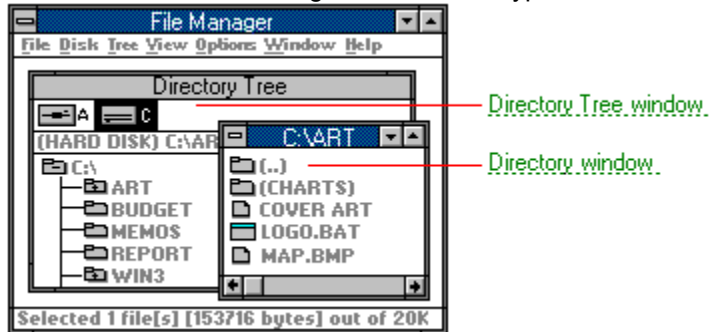
Directory Tree window

Shows you an alphabetical outline of the directories on the current drive.

directory window

Shows you a list of all the files in the directory you choose from the Directory Tree window.

The Directory Tree Window

When you first start File Manager, the Directory Tree window is open. This window shows you information about the current drive and its directory structure.
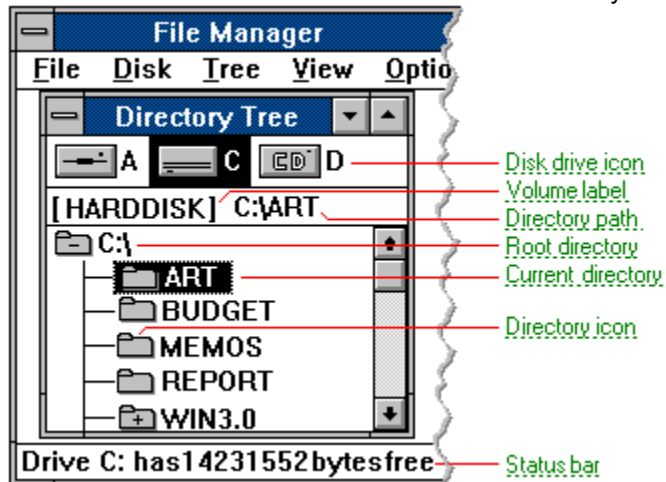
From the Directory Tree window, you can:

- Open a directory window to work with the files in a directory.
- Select a different drive to list its directories.
- Select a network drive to access directories and files on a network.
- Select a different directory to make it active.
- Change directory levels to show or conceal subdirectories.
- Related Procedures

Procedures

disk drive icon

Represents a disk drive on your computer. Only one drive can be selected (or current) at a time.
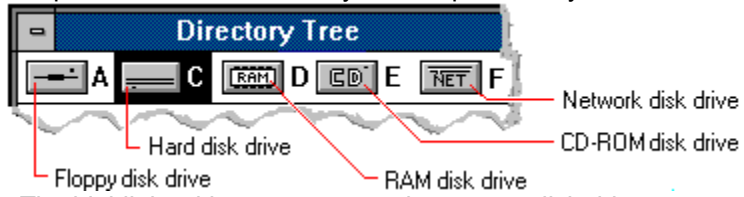
The highlighted icon represents the current disk drive.

volume label

The name you give a disk. The volume label for the current drive appears below the disk drive icons.

directory icon

Represents a directory on the selected disk drive. Directories are listed in alphabetical order beneath the root directory.
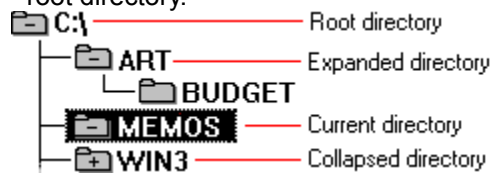
If a directory icon contains a plus sign (+), it indicates there are subdirectories, which you can expand to show in the Directory Tree. When you first open File Manager, no directories are expanded.

If a directory icon contains a minus sign (-), it is already expanded to show subdirectories. You can collapse it into the top level again.

status bar

Appears at the bottom of the File Manager window. Its contents depend on whether the Directory Tree window or a directory window is active.

When the Directory Tree window is active, the status bar shows the number of bytes available on the current disk drive. If it's a network drive, the status bar also shows the network path.

Drive C: has 14231552 bytes free ——— Directory Tree window status bar

When a directory window is active, the status bar shows the number of files selected, their combined size, and the total number of files in the directory.

Selected 1 file[s] [342 bytes] out of 6 ——— Directory window status bar
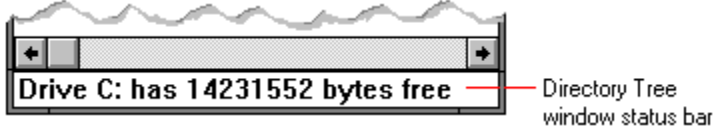
directory path

The directions to a directory or file within your system. The directory path for the current directory appears below the disk drive icons.

Directory path

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.

current directory

The selected directory.

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:\.

Directory Windows

You open directory windows by choosing a directory from the Directory Tree window. Directory windows show you the subdirectories and files contained in the directory.
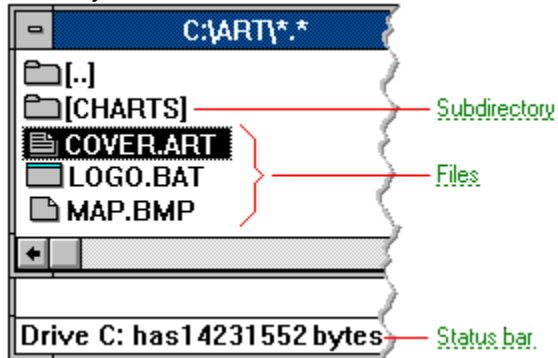
From the directory window, you can:

- View the contents of subdirectories.
- Change the type of information displayed.
- Change the order in which the files are listed.
- Manage and organize files and subdirectories.

You can open as many directory windows at a time as your computer's memory will allow.

Related Procedures

subdirectory

A subdirectory in the directory window. A directory icon appears next to each subdirectory.

files

Documents or applications that have been given names. An icon appears next to each filename. The icons represent the various file types:

Program icons represent program files and batch files. You can start an application by choosing a program icon. The files represented by these icons have default extensions of .BAT, .COM, .EXE, and .PIF.

Document icons represent documents that are associated with an application. You can start an application and open a document by choosing a document icon.

All other file types use this icon.

NOTE: You can change the default for an icon by modifying the WIN.INI file. To learn about changing this file, start Notepad and open the WININI.TXT file.

Procedures

hint

Use the Cascade or Tile command from File Manager's Window menu to arrange open windows in an orderly fashion.

Cascade stacks the windows so their title bars show. Tile resizes each window to a smaller size so they all fit in the File Manager workspace.

File and Directory Management

Organizing your files into logical groupings can help create an efficient working environment. With File Manager you can add directories and copy or move files as needed. A new directory becomes a subdirectory of the current directory.

Suppose you handle budgeting for your company and your BUDGET directory is overcrowded. You can create subdirectories for each department. Then you can move the related files into the individual subdirectories.

 Related Topics

Concepts

Procedures

File and Directory Names

You apply the same rules for naming Windows files and directories as for naming MS-DOS files and directories. They are:

- The name can have two parts: a name and an optional <u>extension</u>, separated by a period . For example, MYFILE.NEW.
- The name can have up to eight valid characters, and the extension, up to three valid characters.
- Names must start with a letter or a number.
- Names and extensions can contain any uppercase or lowercase characters except these:

  . (period)   " (quotation mark)

  / (slash)   \ (backslash)

  [ ] (brackets)   : (colon)

  ; (semicolon) | (vertical bar)

  = (equal sign)   , (comma)
- The following character combinations are reserved for system filenames only: CON, AUX, COM1, COM2, COM3, COM4, LPT1, LPT2, LPT3, PRN, and NUL. Do not try to use them.

Click   ⊞   to see examples of valid filenames.

examples

LETTER.DOC	MEMO.TXT
BUDGET.89	2NDTRY.RPT
FRED.BIN	MORE$.NOW
MAY-30.LTR	MAY&JUN.90

Search Feature

File Manager's search feature finds files or directories for you and lists them in the Search Results window.

Suppose you want to modify several batch files, but can't remember where all of them are located. You can use MS-DOS wildcard characters to search for groups of files or directories that have parts of their names in common. In this case you would tell File Manager to search for *.BAT.

After the search, File Manager displays the files or directories it has found in the Search Results window, like this:

Related Procedure
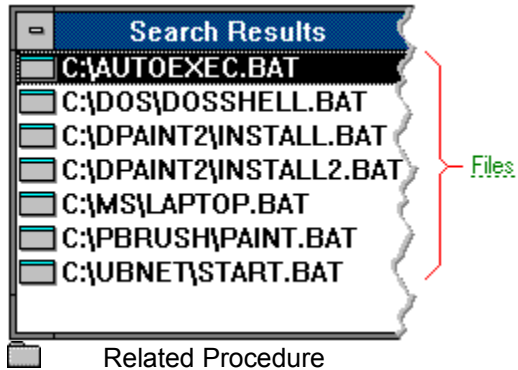
files

Files found in a search. You can select items in this window and use most File Manager commands. You cannot move or copy items into this window.

Selection of Multiple Files and Directories

With File Manager, you can select one file or directory or several, depending on which window you are using:

■   In the Directory Tree window you can select only one directory at a time.

Selected directory
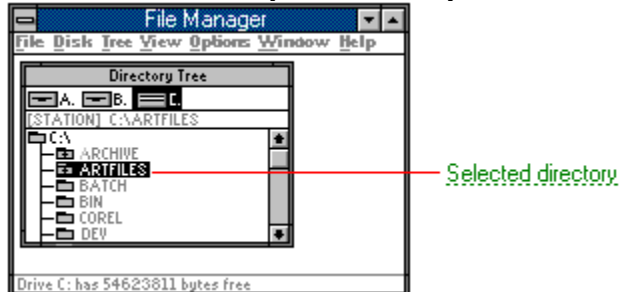
■   In a directory window, you can select more than one file or directory at a time.
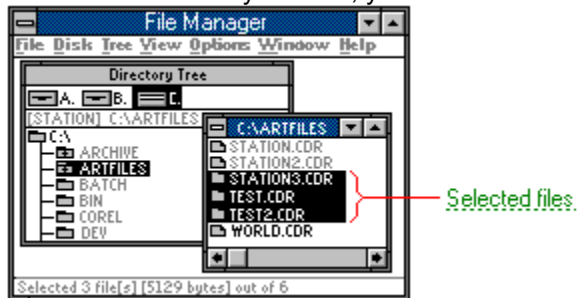
Selected files

Related Procedures

selected directory

Current directory, as reflected in the path above the Directory Tree.

selected files

Files selected in the ARTFILES directory. You can select files and directories that are in consecutive order or in no particular order throughout the list.

Procedures

[Selecting a Directory from the Directory Tree](#)
[Selecting More Than One File or Directory](#)

Direct Manipulation of Files and Directories

Using a mouse to relocate files and directories is quick and easy. You just drag the selected files and directories from the current directory to the new location and drop them.

Suppose you create several new subdirectories so you can reorganize some files. You can just select the files you want to move and then drag them as a group to the new directory window or directory. All the files you selected move together.

You can also use your mouse to copy files from one disk to another. Suppose you are finished with some files, but you want to store them on floppy disks before deleting them from your hard disk. You just select them and drag them to the drive A icon and drop them. Then you can delete them from your hard disk.

CAUTION: Files and directories you delete using File Manager are removed from your disk. You cannot recover them.

        Related Procedures

Procedures

[Copying Files or Directories](#)
[Deleting Files or Directories](#)
[Moving Files or Directories](#)

File Attributes

File attributes are part of the information MS-DOS maintains for each file. This information helps MS-DOS identify a file and determines which operations are available.

You view the attribute abbreviations for a file in the directory window. The abbreviations are:

This	Means
R	Read only. Prevents a file from being changed.
H	Hidden. Prevents a file from appearing in an MS-DOS directory listing, though it is still visible in the directory window.
S	System. Identifies the file as an MS-DOS system file.
A	Archive. Identifies a file that has been modified. Some MS-DOS utilities, such as BACKUP and XCOPY, turn off the archive attribute.

You can change the file attributes displayed in a directory window with the View menu commands. The File Details command displays the attributes. The Include command displays hidden and system files if you select the Show Hidden/System option in the dialog box.

     Related Procedure

Disk Maintenance

File Manager provides commands for maintaining your hard disks and diskettes. You can:

▪ Format a diskette. Formatting prepares a diskette so that MS-DOS can store and retrieve information. Formatting removes all information on the diskette, creates directory information on it, and checks for unusable portions of the diskette.

▪ Create a system diskette. A system diskette contains operating system files. You can use a system diskette to start your computer with MS-DOS.

▪ Copy a diskette. Copying a diskette duplicates the entire contents of a diskette onto another diskette. Both diskettes must have the same capacity. Any existing information on the destination diskette will be erased.

▪ Label a diskette or hard disk. You use a volume label to help identify a disk. For example, you can label your C drive as HARDDISK.

 Related Procedures

Procedures

diskette capacity

The number of kilobytes (K) or megabytes (MB) of data a diskette can contain. The number depends on the type of drive the diskette was formatted on and the type of diskette. Standard sizes vary for different computers, but are usually 360K, 720K, 1.2MB, or 1.44MB. CD-ROM discs can hold up to 640MB, but they are read-only discs.

If you try to copy a diskette that has higher capacity than the diskette you're copying to, you will receive an error message.

Ways to Start Applications and Documents from File Manager

With File Manager, you can start an application by:

▪ Double-clicking the <u>program file</u> for the application. Or you can select the program file and choose the Open command from the File menu.

▪ Double-clicking the <u>document file</u> if it's been associated with an application. Or you can select the document file and use the Open command from the File menu. Many applications automatically associate their filename extensions with the application; you can also manually associate them.

▪ Providing the path and filename(s) for the application (and document) using the Run command

▪ Dragging and dropping a file icon onto a program icon. Make sure that the application can recognize the file you want it to open.

Related Procedures

Procedures

hint

If you plan to use an application frequently, add it to a group in Program Manager. It will be easier to find.

The fastest way to add an application to a group is to drag its icon from File Manager to a Program Manager group. You can also drag document icons to Program Manager groups.

File Manager Commands

Click a menu name or command.

File

Disk

Tree

View

Options

Window

File Manager Commands

Click a menu name or command.

File

Disk

Tree

View

Options

Window

Open
Run...
Print...
Associate...
Search...
Move...
Copy...
Delete...
Rename...
Change Attributes...
Create Directory...
Select All
Deselect All
Exit

File Manager Commands

Click a menu name or command.

File

Disk

Tree

View

Options

Window

Copy Diskette...
Label Disk...
Format Diskette...
Make System Diskette...
Connect **N**et Drive...
Disconnect Net Drive...

Tree

Expand One Level
Expand Branch
Expand All
Collapse Branch
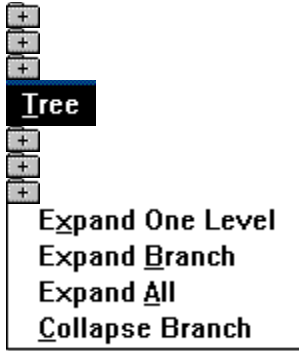
All the commands on this menu are available only when the Directory Tree window is active.

View

Name
File Details
Other...
By Name
By **T**ype
Sort by...
In**c**lude...
Replace on Open

Options

<u>C</u>onfirmation...
<u>L</u>ower Case
<u>S</u>tatus Bar
<u>M</u>inimize on Use

Window

Cascade
Tile
Refresh
Close All Directories

√1 Directory Tree

Open Command

File
Open
~~Run~~

Opens a <u>directory window</u>, starts an application, or opens a document <u>associated</u> with an application.

If a directory or subdirectory is selected, this command opens a directory window.

If a program file is selected, this command starts the application.

If a document is selected and the document is associated with an application, this command starts the application and opens the document. All documents created with Windows applications are automatically associated with the application in which they were created.

Run Command

Starts an application (and opens a document if you want).

In the Run dialog box, you type the command line that locates and starts an application (and a document if you want). If the pathname for the application is not in the path command in your AUTOEXEC.BAT file, or is not in the current directory, you must include it in the command line.
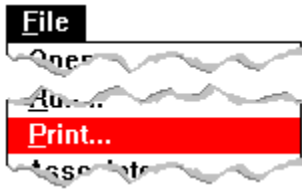
For example, to open Microsoft Word for Windows located in the WORD directory, you would type this in the Command Line text box:

    \word\winword.exe

     Related Procedure

Print Command

File
~~Open~~
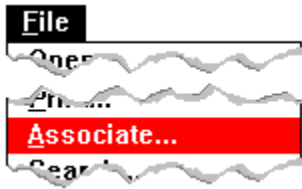~~Run...~~
Print...
~~Associate~~

Prints a text file.

This command does not print graphics or word processing files. It prints only <u>text files</u>. Use the Print command in the application with which you created the file to print a graphics or word processing file.

[+]   Related Procedure

Associate Command

File

Associate...

Associates a document with an application.

When you associate a document with its application, you can open the document and start the application simply by double-clicking the document name. Most documents created with a Windows application are automatically associated.
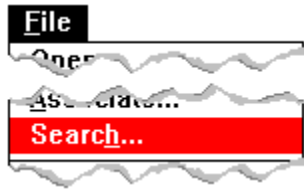
[+]   Related Procedures

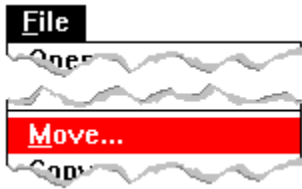## Procedures

Search Command

Searches for files and directories.

You can choose this command whether the Directory Tree window or a directory window is active. In the Search dialog box, you can use MS-DOS wildcard characters to specify a group of files or directories you want to search.

This command displays the files or directories it finds in a Search Results window. You can perform many mouse functions with the items in this window, just as if they were in a directory window. For example, you can drag a file to a disk-drive icon to copy it to a different drive. In addition, you can select items in this window and choose most applicable File Manager commands.

     Related Procedure

Move Command

Moves files or directories from one directory to another.

You can choose this command whether the <u>Directory Tree window</u> or a <u>directory window</u> is <u>active</u>. In the Move dialog box, you can use MS-DOS <u>wildcard characters</u> in the From box to specify a group of files or directories you want to move.

If you move a directory, all its files and subdirectories move as well.

     Related Procedure

Copy Command

File

~~Open~~
~~Move...~~
Copy...
~~Delete...~~
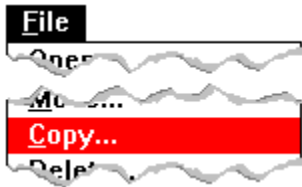
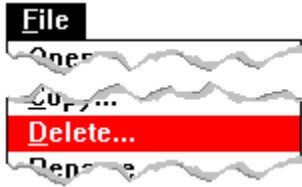Copies files or directories from one directory to another.

You can choose this command whether the Directory Tree window or a directory window is active. In the Copy dialog box, you can use MS-DOS wildcard characters in the From box to specify a group of files or directories you want to copy.

If you copy a directory, all its files and subdirectories are copied as well.

[+]   Related Procedure

Delete Command

Deletes files or directories.

You can choose this command whether the <u>Directory Tree window</u> or a <u>directory window</u> is <u>active</u>. In the Delete dialog box, you can use MS-DOS <u>wildcard characters</u> to specify a group of files or directories you want to delete.

CAUTION: File Manager is much more powerful for deleting directories than MS-DOS. When you delete a directory with File Manager, all files and all subdirectories within the directory are removed from your disk. You cannot recover them after you delete them.

 Related Procedure

Rename Command

File
Open
Delete...
Rename...
Change Attributes

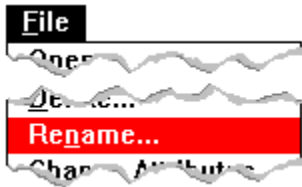Renames a file or directory.

You can choose this command whether the Directory Tree window or a directory window is active. In the Rename dialog box, you can use MS-DOS wildcard characters to rename the extensions or base filenames of a group of files.

CAUTION: Do not rename any of the files you received with Windows.

Related Procedure

Change Attributes Command

Changes attributes of a file.

This command specifies whether a file has <u>read-only</u>, hidden, archive, and system attributes. File attributes are part of the directory information MS-DOS maintains for each file. This information helps identify a file to MS-DOS and controls the kinds of operations you can perform on the file.

To use this command, you must first select a file or files from a <u>directory window</u>.

You can see the file attributes in a directory window by choosing <u>File Details</u> from the View menu.
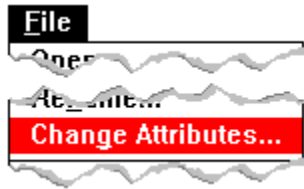
Related Procedure

Create Directory Command
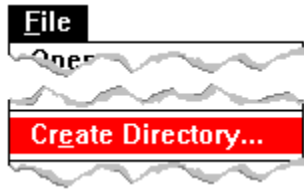
Creates a new directory.

You can choose this command whether the Directory Tree window or a directory window is active. The new directory is created under the selected directory of the active window.

When you name the new directory, keep in mind that directory names follow the same conventions as filenames.

[+]   Related Procedures

Concept

[File and Directory Names](#)

Procedure

[Creating New Directories](#)

Select All Command
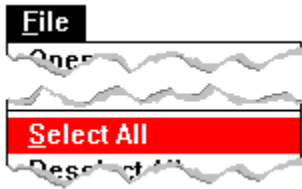
Selects all files and directories in a directory window.

Once you've selected all the files and directories, you can choose a command that applies to all the files and directories. Or, you can use your mouse to copy or move all the files and directories.

⊞   Related Procedure

Deselect All Command

File

Deselect All
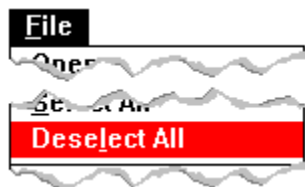
Cancels all selections in the directory window.

Related Procedure

Exit Command

File

~~Oper~~
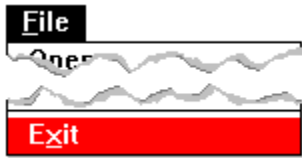
Exit

Closes File Manager windows and exits File Manager.

When you choose this command, select the Save Settings check box if you want to save the settings you specified from the Options and View menus.

Related Procedure

example

If you chose Minimize on Use and set the system default to include only documents in directory windows, these settings would still be in place when you next started File Manager.

Copy Diskette Command

Copies the entire contents of a diskette onto another diskette.

Typically, you use this command to make a backup copy of a diskette. The two diskettes must have the same capacity.

CAUTION: When you copy an entire diskette, you cannot recover information previously stored on the destination diskette. So make sure that the diskette in the destination drive is the one you want to copy to.

 Related Procedure

Label Disk Command

Assigns or changes the volume label of diskettes and hard disks.

With this command, you can create an electronic label of up to 11 characters for a disk that does not already have one, or you can change an existing label.

You can use a volume label to help identify a disk. For example, you can label your C drive as HARDDISK.

Because CD-ROM drives are read-only, you cannot assign or change the volume label for them.

 Related Procedure

Format Diskette Command

Formats a diskette.

Formatting prepares a diskette so that MS-DOS can use it for storing and retrieving information. When you choose the Format Diskette command, File Manager removes all the information from the diskette, writes directory information on it, and checks for unusable portions.

CAUTION: Do not try to format more than one diskette at a time. Windows might let you try if you are using two different applications, but the results are unpredictable.

After a diskette is formatted, you cannot recover any information that was previously stored on it. Make sure that the diskette in the drive you selected is the one you want to format.

   Related Procedure

Make System Diskette Command
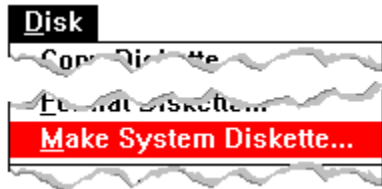
Makes a system diskette containing the operating system files.

Use this command to create a disk with which you can start computers that use the MS-DOS operating system.

Not all diskettes can accept system files. If this is the case, a system message will notify you after you choose the command. Also, the diskette you use must be formatted.

 Related Procedures

Procedures

[Formatting Diskettes](#)
[Making System Diskettes](#)

Connect Net Drive Command
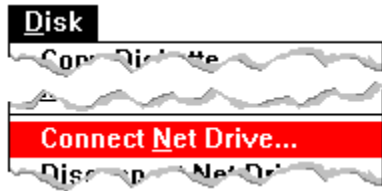
Connects your computer to a network drive.

To use this command, you must connect your computer to the network before you start Windows; otherwise, the network options will be unavailable.

This command features two convenient techniques for specifying the network <u>pathname</u>: you can choose from a list of previous connections or, if your network software supports browsing, you can browse through <u>network servers</u> to find the share you want.

[+]   Related Procedures

Procedures

[Browsing Through Network Disk Drives](#)
[Connecting to a Network Drive](#)

Disconnect Net Drive Command

Disconnects from a network drive.

If your current drive is also the network drive from which you want to disconnect, choose a different drive before choosing the command. You cannot disconnect the current drive.

If you are running Windows in <u>386 enhanced mode</u>, you might not be able to disconnect from network drives that were active before you started your Windows session.

      Related Procedure

Expand One Level Command

Tree
Expand One Level

Expands one level of a <u>collapsed</u> directory.

When you choose this command, the first subdirectory appears beneath the selected directory, and the plus sign (+) in the directory icon changes to a minus sign (-).

Related Procedure

Expand Branch Command

Expands a collapsed directory, including all subdirectories.

When you choose this command, all the subdirectories appear beneath the selected directory, and the plus sign (+) in the directory icon changes to a minus sign (-).

 Related Procedure

Expand All Command

Expands all the branches in the Directory Tree.

When you choose this command, the subdirectories for the entire disk drive appear beneath their corresponding directories, and all the plus signs (+) in the directory icons change to minus signs (-).

     Related Procedure

Collapse Branch Command

Collapses subdirectories beneath a selected directory.

When you choose this command, the subdirectories disappear beneath a selected directory, and the minus sign (-) in the directory icon changes to a plus sign (+).

Related Procedure

hint

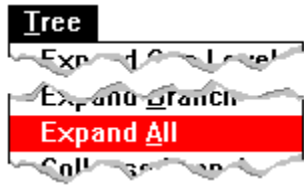Although View menu commands affect only directory windows, you can choose the commands whether the Directory Tree window or a directory window is active. The way the commands affect the files and directories in a directory window are determined by several factors:

If the Directory Tree window is the active window when you choose one of the View menu commands (except Replace on Open) or if you select Set System Default in the Other, Sort by, or Include dialog box, the command changes the system settings for the current session.

As a result, all subsequent directory windows you open will be affected by your choices during the current session. If you want to save the changed system settings, select the Save Settings check box when you exit File Manager.

If a directory window is active when you choose one of the commands and you don't select Set System Default, only that window will be affected.

Name Command

Shows only the names of files and directories.

This command affects directory windows only.

Related Procedure

File Details Command

Shows detailed information about files and directories.

For files, the informaton includes the name, size, the date and time last modified, and file attributes.

This command affects directory windows only.

Related Procedure

Other Command
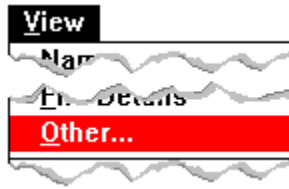
Lets you specify the file and directory information you want to display.

When you choose this command, a dialog box displays the information you can choose to display for each file. The choices include size, the date and time last modified, and file attributes.

This command affects directory windows only.

 Related Procedure

By Name Command
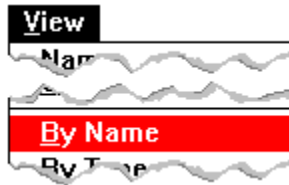
Sorts files in alphabetical order by filename.

This command affects directory windows only.

Related Procedure

By Type Command
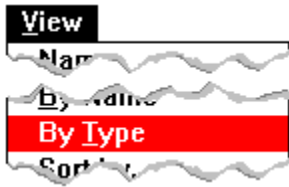
Sorts files by type (extension), then by filename prefix.

When you choose this command, groups of files are alphabetized by extension. Within groups, files are alphabetized by filename. Directories are listed first, then files.

This command affects directory windows only.

Related Procedure

Sort by Command
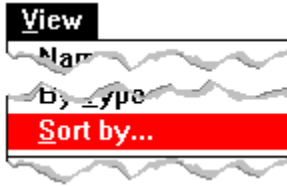
Sorts files by a selected option.

When you choose this command, a dialog box displays the information by which you can sort files. The choices include name, type, size, and date last modified.

This command affects underline directory windows only.

Related Procedure

Include Command

View
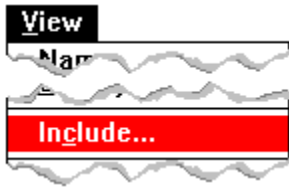
Include...

Lets you specify the items included in the directory window.

In the Include dialog box, you can specify the types of files shown in the directory window. The items you can show include files with certain names, directories, program files, document files, other files, and hidden/system files.

This command affects <u>directory windows</u> only.

Related Procedure

Replace on Open Command

Replaces the contents of the <u>active</u> directory window when you open a new directory.

Normally, as you open directory windows, each window appears in front of other directory windows that are already open. With Replace on Open, the contents of the active directory window change whenever you request new directory information. That way, fewer directory windows are open at a time.

If you choose this command before opening any directory windows, only one directory window will be open at any time.

     Related Procedure

Confirmation Command

Options
Confirmation...

Lets you control which warning messages are displayed.

In the Confirmation dialog box, you can specify the actions that will cause File Manager to display a confirmation message. These actions include deletions, replacements, and mouse operations involving dragging.

[+]   Related Procedure

Lower Case Command
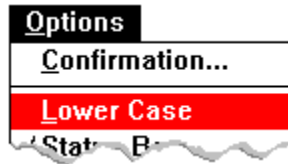
Displays the information in <u>Directory Tree</u> and <u>directory windows</u> in lowercase letters.

Related Procedure

Status Bar Command
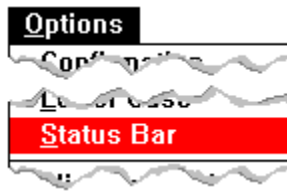
Displays the status bar in the File Manager window.

When the Directory Tree window is active, the status bar shows the number of bytes available on the disk drive. When the active drive is a network drive, the status bar also shows the network path for the drive.

When a directory window is active, the status bar shows the number of files selected, the disk space they occupy, and the total number of files in the directory.

[+]   Related Procedure

Minimize on Use Command

<u>Shrinks</u> File Manager to an icon whenever you start an application.

     Related Procedure

Cascade Command

Arranges and changes the size of <u>Directory Tree</u> and <u>directory windows</u> so that each title bar shows.

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

   Related Procedure

Tile Command
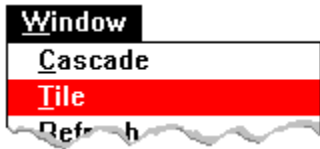
Arranges and changes the size of <u>Directory Tree</u> and <u>directory windows</u> so that they all fit in the File Manager workspace.

This command is useful when you want to see all the open windows so that you can easily drag items from one window to another.

        Related Procedure

Refresh Command
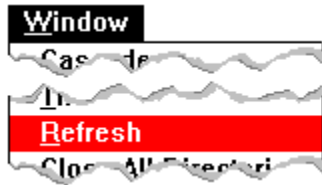
Updates the active <u>directory window</u> or the <u>Directory Tree window</u>.

In most cases, File Manager updates open directory windows automatically. Sometimes, however, especially if you are using network directories, File Manager cannot complete an automatic update. In that case, use this command to update the active directory or Directory Tree window.

    Related Procedure

Close All Directories Command
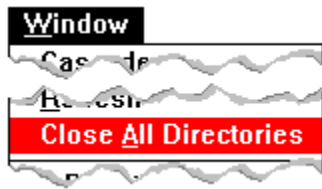
Closes all open directory windows.

Related Procedure

Window Names

Selects a File Manager window, or restores a File Manager icon to a window.

At the bottom of the Window menu is a list of all window names, whether they are icons or windows. Choose the window's name to make the window active or to restore its icon to a window.

        Related Procedure

File Manager Procedures
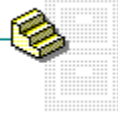
Click a folder or topic title.

- Working with the Directory Tree
- Working with Directory Windows
- Working with Files and Directories
- Working with Networks
- Changing File Manager's Appearance
- Working with Applications and Documents
- Maintaining Disks and Diskettes
- Quitting File Manager

File Manager Procedures

Click a folder or topic title.

📁 **Working with the Directory Tree**

Selecting a Disk Drive
Selecting the Directory Tree Window
Selecting a Directory from the Directory Tree
Collapsing Directory Levels
Expanding Directory Levels

📁 **Working with Directory Windows**
📁 **Working with Files and Directories**
📁 **Working with Networks**
📁 **Changing File Manager's Appearance**
📁 **Working with Applications and Documents**
📁 **Maintaining Disks and Diskettes**
📁 **Quitting File Manager**

File Manager Procedures

Click a folder or topic title.

- Working with the Directory Tree
- Working with Directory Windows
  - Opening Directory Windows
  - Selecting a Directory Window
  - Replacing Directory Window Contents
  - Closing Directory Windows
  - Selecting a File or Directory
  - Selecting More Than One File or Directory
  - Canceling Selections
  - Choosing the Type of Files Displayed
  - Specifying the Information Displayed for Each File
  - Choosing the Order of Files and Directories
  - Updating a File Manager Window
- Working with Files and Directories
- Working with Networks
- Changing File Manager's Appearance
- Working with Applications and Documents
- Maintaining Disks and Diskettes
- Quitting File Manager

File Manager Procedures

Click a folder or topic title.

📁 — Working with the Directory Tree
📁 — Working with Directory Windows
📁 — Working with Files and Directories

     Creating New Directories

     Copying Files or Directories

     Moving Files or Directories

     Deleting Files or Directories

     Renaming Files or Directories

     Searching for Files or Directories

     Setting File Attributes

     Printing Files

     Turning Warning Messages On or Off

📁 — Working with Networks
📁 — Changing File Manager's Appearance
📁 — Working with Applications and Documents
📁 — Maintaining Disks and Diskettes
📁 — Quitting File Manager

File Manager Procedures
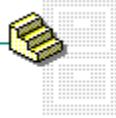
Click a folder or topic title.

📁—— Working with the Directory Tree
📁—— Working with Directory Windows
📁—— Working with Files and Directories
📁—— Working with Networks

       Connecting to a Network Drive

       Disconnecting from a Network Drive

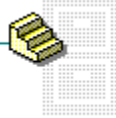   Browsing Through Network Disk Drives

📁—— Changing File Manager's Appearance
📁—— Working with Applications and Documents
📁—— Maintaining Disks and Diskettes
📁—— Quitting File Manager

File Manager Procedures

Click a folder or topic title.

- Working with the Directory Tree
- Working with Directory Windows
- Working with Files and Directories
- Working with Networks
- Changing File Manager's Appearance

    Arranging Windows in a Cascading Pattern
    Arranging Windows in a Tiled Pattern
    Choosing General Display Options

- Working with Applications and Documents
- Maintaining Disks and Diskettes
- Quitting File Manager

File Manager Procedures

Click a folder or topic title.

📁 Working with the Directory Tree
📁 Working with Directory Windows
📁 Working with Files and Directories
📁 Working with Networks
📁 Changing File Manager's Appearance
📁 Working with Applications and Documents

- Starting an Application
- Associating Documents with an Application
- Deleting Associations
- Opening a Document
- Using the Run Command

📁 Maintaining Disks and Diskettes
📁 Quitting File Manager
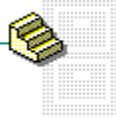
File Manager Procedures

Click a folder or topic title.

📁 Working with the Directory Tree
📁 Working with Directory Windows
📁 Working with Files and Directories
📁 Working with Networks
📁 Changing File Manager's Appearance
📁 Working with Applications and Documents
📁 Maintaining Disks and Diskettes

      Formatting Diskettes

      Labeling Diskettes or Hard Drives

      Copying Diskettes

      Making System Diskettes

📁 Quitting File Manager

Selecting a Disk Drive

When you start File Manager, the <u>Directory Tree</u> shows the directory structure on the current disk drive. You can tell which disk drive is current because its <u>disk-drive icon</u> and letter are highlighted. Select another disk-drive icon to display the directories on that disk, including a network disk drive.

To select a disk drive:

▶   Click the disk-drive icon for the drive you want to select.

 NOTE: If you're connected to a network, you can choose the network disk-drive icon when you want to work with network files. The path for your server appears in the <u>status bar</u>.

⊞   Keyboard Procedure

Selecting a Directory Tree Window

Only one window on your desktop can be the <u>active</u> window. If you want to work with a <u>Directory Tree</u>, you must make its window active. To make an inactive window active, you select it.

To select the Directory Tree window:

▶   Click anywhere in the window.

    Or choose Directory Tree from the Window menu.

    The window's title bar changes color or intensity when it becomes active.   [+]

[+]   Keyboard Procedure

Selecting a Directory from the Directory Tree

To select a directory:

▶   Click the directory name or icon.

     The <u>selection cursor</u> marks the current directory in the Directory Tree window.

⊞   Keyboard Procedure

Collapsing Directory Levels

You can collapse a directory so that File Manager hides your subdirectories. All directories are collapsed when you start File Manager. You can collapse directories only when the Directory Tree window is active.

To collapse a directory:

►   Click the minus sign (-) in the directory icon next to the name of the directory.

    Only the directory name appears in the Directory Tree. The minus sign (-) changes to a plus sign (+) to indicate there are additional levels that are not visible.

⊞   Keyboard Procedure

Expanding Directory Levels

If you select a directory icon that contains a plus sign (+), File Manager lists the subdirectories. This is called <u>expanding</u> the directory branch. You can expand directory branches only when the <u>Directory Tree window</u> is active.

To expand one level of a collapsed directory branch:

▶   Click the plus sign (+) on the <u>directory icon</u> next to the name of the directory.

To expand an entire branch that has been collapsed:

1 <u>Select the directory</u> you want to expand.

2 Choose Expand Branch from the Tree menu.

To expand all collapsed branches in the Directory Tree:

▶   Choose Expand All from the Tree menu.

[+]   Keyboard Procedure

Opening Directory Windows

To view the contents of a directory, you must open its <u>directory window</u>. More than one directory window can be open at a time. The number of directory windows you can have open depends on available memory.

To open a directory window:

▶   Double-click the directory name.

The <u>icon</u> to the left of the filename indicates whether the file is a directory, a program file, a document file, or another type of file.

Keyboard Procedure

hint

You can change the default icon by modifying the WIN.INI file, a special initialization file that contains the default settings Windows uses. To learn about changing Windows initialization settings, start Notepad (or any other text editor) and open the WININI.TXT file.

Selecting a Directory Window

Only one window on your desktop can be the <u>active</u> window. If you want to work with a directory, you must make its window active. To make an inactive window active, you select it.

To select a directory window:

▶   Click anywhere in the window.

Or choose the name of the window from the Window menu.

The window's title bar changes color or intensity when it becomes active.

   Keyboard Procedure

hint

If the window you want to select is hidden by another window, you can use the Cascade or Tile command on the Window menu to rearrange the open File Manager windows. You can also move or resize any windows that are covering the window you want.

Replacing Directory Window Contents

When you open several directories, the newest one overlays the others. If you'd rather use just one underline directory window, you can choose to have the new directory information replace the current information. This way, fewer directory windows are open at a time.

To replace the contents of the active directory window:

▶   Choose Replace on Open from the View menu.

   The contents of each new directory you open now replace the contents of the active directory window. Other open directory windows remain open.

[+]   Keyboard Procedure

Closing Directory Windows

To close the active directory window:

▶ Double-click the <u>Control-menu box</u>.

To close all open directory windows:

▶ Choose Close All Directories from the Window menu.

🗀 Keyboard Procedure

Selecting a File or Directory

To select a file or directory:

▶   Click the filename or directory name.

[+]   Related Procedure

[+]   Keyboard Procedure

Selecting More Than One File or Directory

To select a group of files or directories:

1 Click the file or directory that is the first item in the group.

2 Hold down SHIFT and click the last item in the group.

To select more than one group of files or directories:

1 Select one groups of files or directories.

2 Hold down CTRL and click the first item in the next group.

3 Hold down CTRL+SHIFT and click the last item in the next group.

To select scattered files or directories:

▶   Hold down CTRL and click each item.

To select all files and directories in a directory window:

▶   Choose Select All from the File menu.

▦   Keyboard Procedure

Canceling Selections

To cancel	Do this
A single selection	Hold down CTRL and click the selected item.
All selections	Click an unselected item.
	Or choose Deselect All from the File menu.

Keyboard Procedure

Choosing the Type of Files Displayed

Using the Include command, you can specify certain types of files to display or specify groups of files with similar filenames or extensions. The Include command affects your file display in subsequent directory windows you open during the current session, or in just the active directory window.

To choose the type of files displayed:

1 Select the directory window whose list of files you want to change.
2 Choose Include from the View menu.
3 Select the options you want, and then click OK.

Use this option	To
Name	Display files with the name you enter in the text box.
File Type	Specify the types of files to display.
Show Hidden/System Files	Display all files for which the system or hidden file attribute is set.
Set System Default	Make the options selected in this dialog box become the system settings for the current session.

Keyboard Procedure

hint

If the Directory Tree window is the active window when you choose Include or if you select Set System Default in the Include dialog box, the command changes the system settings for the current session. As a result, all subsequent directory windows you open will be affected by your choices during the current session. (Directory windows that are already open will not change.) If you want to save the changed system settings, select the Save Settings check box when you exit File Manager.

If a directory window is active when you choose Include and you don't select Set System Default, only that window will be affected.

hint

Use MS-DOS wildcard characters to specify a group of files. You could, for example, display only those files with the filename extension .TXT by typing ***.TXT** in this box. The default is *.*, meaning all files in the directory. (For more information about using wildcard characters, see your MS-DOS manual.)

Specifying the Information Displayed for Each File

You can use the first three commands on the View menu to tell File Manager what kind of information to display in a directory window. These commands affect the information in the active window and new windows you open during this session.

To specify the information displayed for each file:

1 Select the directory window whose file information you want to change.

2 Choose Name or File Details from the View menu.

Or choose Other from the View menu, select the options you want, and click OK.

Name shows just the names of the files and directories. File Details shows the name, size, last modification date and time, and file attributes. Other offers the following options:

Use this option	To
Size	Show the size in bytes of each file.
Last Modification Date	List the day that each file was last modified.
Last Modification Time	List the time that each file was last modified.
File Attributes	Show the attribute letters (R, S, H, A) that indicate whether the files have Read Only, System, Hidden, or Archive attributes set.
Set System Default	Make the options selected in this dialog box become the system settings for the current session.

Keyboard Procedure

hint

If the Directory Tree window is the active window when you choose one of the View menu commands or if you select Set System Default in the Other dialog box, the system settings for the current session are changed. As a result, all subsequent directory windows you open will be affected by your choices during the current session. (Directory windows that are already open will not change.) If you want to save the changed system settings, select the Save Settings check box when you exit File Manager.

If a directory window is active when you choose one of the commands and you don't select Set System Default, only that window will be affected.

Choosing the Order of Files and Directories

You can change the order in which files and directories are listed by using the By Name, By Type, or Sort by command. These commands affect the information in the <u>active</u> window and new windows you open during this session. [+]

To change the order in which files and directories are listed:

1 Select the directory window whose order of sorting you want to change.

2 Choose By Name or By Type from the View menu.

   Or choose Sort by from the View menu, select the options you want, and click OK.

   By Name sorts files by filename in alphabetical order. By Type sorts by extension, then by filename. Sort by uses the following options:

Use this option	To
Name	Sort files by filename in alphabetical order.
Type	Sort files by extension, then by filename prefix, in alphabetical order. Files are sorted alphabetically according to their extension--the last three characters of the filename. For example, files ending with .COM would appear before files ending with .EXE.
Size	Sort files by file size, largest to smallest.
Last Modification Date	Sort files by last modification date, most recent files first.
Set System Default	Make the options selected in this dialog box become the system settings for the current session.

[+]   Keyboard Procedure

hint

If the Directory Tree window is the active window when you choose one of the View menu commands or if you select Set System Default in the Sort By dialog box, the command changes the system settings for the current session. As a result, all subsequent directory windows you open will be affected by your choices during the current session. (Directory windows that are already open will not change.) If you want to save the changed system settings, select the Save Settings check box when you exit File Manager.

If a directory window is active when you choose one of the commands and you don't select Set System Default, only that window will be affected.

Updating a File Manager Window

File Manager automatically updates open <u>directory windows</u>, in most cases. Sometimes, however, especially if you are using network directories, File Manager cannot complete an automatic update. In that case, use the Refresh command to update the active directory or <u>Directory Tree window</u>.

To update the active directory window or the Directory Tree:

▶   Choose Refresh from the Window menu.

⊞   Keyboard Procedure

Creating New Directories

To create a new directory:

1 In the Directory Tree window, <u>select a directory</u> in which you want to create the new directory.

Or <u>select a directory window</u>.

2 Choose Create Directory from the File menu.

3 Type the name (and pathname, if necessary) for the new directory and click OK.

Directory names follow the same conventions as filenames.

[+]   Related Concept

[+]   Keyboard Procedure

Copying Files or Directories

You can copy files and directories from a <u>source directory</u> to a <u>destination directory</u> or to a disk drive. The destination can be a window or an icon.

To copy files or directories:

1 Select the files or directories.

   You can select only one directory in the <u>Directory Tree window</u>. You can select more than one file and directory in a <u>directory window</u>.

   If you copy a directory, all its files and subdirectories are copied as well.

2 Drag the directory icons or filenames to a destination on a different drive.

   Or hold down CTRL and drag the items to a destination on the same drive.

   Both the items you move and the destination directory or disk drive must be visible.

3 Release the mouse button, and then release CTRL (if you are holding it down).

4 Click Yes to confirm the copy.

   Related Procedure

   Keyboard Procedure

hint

You can use the Tile command on the Window menu to arrange the windows.

hint

You can copy document files and program files from a directory window in File Manager to a group window or group icon in Program Manager by dragging the icons with a mouse.

Moving Files or Directories

You can move files and directories from a <u>source directory</u> to a <u>destination directory</u> or to a disk drive. You can move the files or directories between directories, to and from the Directory Tree, and between disk drives. The destination can be a window or an icon.

To move files or directories:

1 Select the files or directories.

You can select only one directory in the <u>Directory Tree window</u>. You can select more than one file and directory in a <u>directory window</u>.

If you move a directory, all its files and subdirectories move as well.

2 Drag the icons or names to a destination on the same drive.

Or hold down ALT and drag the items to a destination on a different drive.

Both the items you move and the destination directory or disk drive must be visible.

3 Release the mouse button, and then release ALT (if you are holding it down).

4 Click Yes to confirm the move.

Related Procedure

Keyboard Procedure

hint

You can use the Tile command on the Window menu to arrange the windows.

Deleting Files or Directories

You can delete files and directories from any disk drive.

CAUTION: File Manager is much more powerful for deleting directories than MS-DOS. When you delete a directory with File Manager, all files and all subdirectories within the directory are also erased from your disk. You cannot recover them after you delete them.

To delete files or directories:

1 Select the files or directories from a directory window.

2 Choose Delete from the File menu.

3 Click the Delete button to remove the files listed in the dialog box.

   Or type another name if you decide you want to remove a different item.

4 Click Yes to confirm the deletion.

[+]   Keyboard Procedure

Renaming Files or Directories

CAUTION: Do not rename any of the files you received with Windows.

To rename a file or directory:

1　Select the file or directory from a directory window.
2　Choose Rename from the File menu.
3　Type the new name in the To box.
4　Click the Rename button.

　　If a file with the new name already exists, File Manager asks if you want to write over the existing file. Click Yes to write over it or Cancel if you want to start over with a different name.

To rename the extensions or base filenames of a group of files:

1　Select the files from a directory window and choose Rename from the File menu.

　　Or choose Rename and use MS-DOS <u>wildcard characters</u> in the From box to specify the group of files whose names you want to change.
2　Use MS-DOS wildcard characters in the To box to specify the new names.
3　Click the Rename button.

[+]　　　Keyboard Procedure

Searching for Files or Directories

When you want to find a file or directory but can't remember where it is located, you can use the Search command.

To search for a file or directory:

1 <u>Select the disk-drive icon</u> for the drive you want to search.
2 Select the directory you want to search if you are limiting your search to a directory.
   You can select a directory from either the Directory Tree window or a directory window.
3 Choose Search from the File menu.
4 Type the name of the file or directory in the Search For box. [+]
5   Select the Search Entire Disk option if you want to search the entire disk.
   Otherwise, File Manager searches the current directory and its subdirectories.
6 Click OK.
   File Manager lists all matching files and directories in the Search Results window.

To run an application or document from the Search Results window:

►   Double-click the application filename or the filename of a document <u>associated</u> with the application.

[+]   Related Concept
[+]   Keyboard Procedure

hint

Use MS-DOS wildcard characters to search for a group of files or directories with similar names or extensions. Note the following examples:

Type this	To find these files
*.doc	All files with the extension .DOC.
report.*	All files with the name REPORT (but with different extensions).

Setting File Attributes

File attributes are part of the directory information MS-DOS maintains for each file. This information helps identify a file to MS-DOS and controls the kinds of operations you can perform on the file.

You can see the file attributes in a directory window by choosing the File Details command from the View menu.

To set file attributes:

1 Open or select the directory window containing the files.
2 Select the file or files whose attributes you want to set.
3 Choose Change Attributes from the File menu.
4 Select the check boxes for the attributes you want to set, and then click OK.

Use this option	To
Read Only	Prevent a file from being changed.
Hidden	Prevent a file from appearing in an MS-DOS directory listing.
Archive	Indicate that a file has been modified.
System	Identify the file as an MS-DOS system file.

Related Topics

Keyboard Procedure

Command

[File Details Command](#)

Concept

[File Attributes](#)

Printing Files

When you print from File Manager, one copy of the file is printed on the default printer. Only <u>text files</u> will print reliably when you use File Manager. If you have not already done so, set up your printer before using the Print command.

To print a file:

1 Open or select the directory window containing the text file.

2 Select the file you want to print.

3 Choose Print from the File menu.

4 Click OK.

    Or type the name of the file in the text box to print a different file.

   [+]   Related Procedure

   [+]   Keyboard Procedure

text files

A file containing only plain text, numbers or symbols. Text files contain no special characters or formatting and are usually named with the .TXT extension. If you try to print other files using the Print command, some unexpected "garbage" characters might appear in the printout or nothing at all will print.

Most applications have a Print command you can use to print files created with the application. You should use that command, rather than the File Manager Print command, whenever possible. The application usually provides formatting capabilities and other options that enhance the appearance of the printed material.

Turning Warning Messages On or Off

If you don't want to confirm your action each time you want to delete or replace files and directories, you can change the confirmation settings. You can also cancel the setting that requires you to confirm mouse operations such as moving and copying.

CAUTION: If you turn off the confirmation settings, Windows will carry out delete, replace, and mouse operations as soon as you choose the command.

To turn warning messages on or off:

1 Choose Confirmation from the Options menu.

2 Select or clear any of the following check boxes, and then click OK:

Use this option	To
Confirm on Delete	Display a message before deleting files.
Confirm on Subtree Delete	Display a message before deleting directories.
Confirm on Replace	Display a message before writing over an existing file.
Confirm on Mouse Operation	Display a message before executing any mouse action that involves moving or copying.

 Keyboard Procedure

Connecting to a Network Drive

You can use File Manager to connect to additional network disk drives. However, your computer must be connected to the network before you start Windows; otherwise, the network options will be unavailable.

To connect to a network disk drive:

1 Choose Connect Net Drive from the Disk menu.

2 Select a drive letter from the <u>drop-down list box</u> if you want to use a letter other than the one suggested by File Manager.

   Or type a drive letter in the Drive Letter box.

3 Type the network pathname required to locate the drive.

   Or <u>choose the Browse button</u> to select a network drive.

   [+]

4 Type the password (if required) in the Password box.

5 Select the Add to Previous List check box if this is a new connection and you want to add it to the Previous list.

6 Click the Connect button.

   Some <u>non-Windows applications</u> let you connect to network drives while running the application. If you make such a connection, disconnect from the network drive before quitting the application.

[+]   Related Procedure
[+]   Keyboard Procedure

hint

File Manager will maintain a list of previous connections if you want. You can then select a connection from the Previous list rather than typing the network pathname. To select the list, click the Previous button, select the network path, and choose Select.

You can also delete a connection from the list by selecting a path and choosing Delete.

Disconnecting from a Network Drive

You cannot disconnect the <u>active</u> drive.

To disconnect from a network disk drive:

1 Choose Disconnect Net Drive from the Disk menu.

2 Select or type the network drive letter.

3 Click OK to confirm that you want to disconnect from the drive.

   If you are running Windows in 386 enhanced mode, you might not be able to disconnect from network drives that were active before you started your Windows session.

       Keyboard Procedure

Browsing Through Network Disk Drives

You can browse through all available drives on some networks until you find the one you want. If the Browse b utton doesn't appear in the Connect Network Drive dialog box, your network doesn't offer this feature.

To view the available network drives:

1 Choose Connect Net Drive from the Disk menu.

2 Click the Browse button.

   File Manager displays a dialog box that lists the available drives. This dialog box will look different for different networks.

3 Select a <u>network server</u> name from the Network Server list box to view the shares on another network server.

4 Select a share from the Resources list box to specify a connection to one of the listed shares. Then click OK.

5 Click the Connect button.

    Keyboard Procedure

Arranging Windows in a Cascading Pattern

The Cascade command helps you organize the way File Manager windows appear on your screen. This command affects the Directory Tree window and any open directory windows.

To arrange windows in a cascading pattern:

▶   Choose Cascade from the Window menu.

File Manager arranges the windows so that they overlap, starting in the upper-left corner of the File Manager workspace. Each window's title remains visible, making it easy for you to select any window.

Related Procedure

Keyboard Procedure

Arranging Windows in a Tiled Pattern

The Tile command helps you organize the way File Manager windows appear on your screen. This command affects the Directory Tree window and any open directory windows.

To arrange windows in a tiled pattern:

▶　　　Choose Tile from the Window menu.

File Manager resizes and arranges the windows to fit in the File Manager workspace so that each window's contents are visible and no windows overlap.

🗀　　　Related Procedure
🗀　　　Keyboard Procedure

Choosing General Display Options

You can make several changes to the way your File Manager windows appear on the desktop.

To choose general display options:

▶ Select any of the following options from the Options menu:

Use this option	To
Lower Case	Change between lowercase and uppercase letters in all windows.
Status Bar	Turn the <u>status bar</u> at the bottom of the File Manager window on and off.
Minimize on Use	<u>Minimize</u> File Manager to an icon whenever you run an application.
	If you want to save the changed settings from the Options menu, select the Save Settings check box when you exit File Manager.

⊞ Keyboard Procedure

status bar

Shows the number of bytes available on the disk drive when the Directory Tree window is active. When the active drive is a network drive, the status bar also shows the network path for the drive.

When a directory window is active, the status bar shows the number of files selected, the disk space they occupy, and the total number of files in the directory.

Starting an Application

You can start an application by opening a <u>program file</u> from a directory window. Programs typically use .COM, .EXE, .PIF, or .BAT filename extensions.

To start an application:

1 <u>Open the directory window</u> containing the program file.

2 Double-click the filename for the application or document.

   If the application can run in a window, the window will appear in front of any File Manager windows that are open. If the application is a full-screen application, it will use the entire screen.

Related Procedure

Keyboard Procedure

hint

To minimize File Manager to an icon as soon as you start an application, choose Minimize on Use from the Options menu.

If you plan to use an application frequently, you might find it more convenient to add it to a Program Manager group rather than to start it from File Manager. You can copy programs from File Manager to Program Manager by dragging the application icon with your mouse.

Associating Documents with an Application

Documents can be associated with applications so that opening the document starts an application that uses it. All documents with the same filename extensions are associated. Windows makes this association automatically for most Windows applications. For these applications, any new document you create is automatically associated as well.

To associate a document with an application:

1 Select or open a directory window containing a document with the filename extension you want to associate.

2 Select the filename.

3 Choose Associate from the File menu.

4 Type the application's filename (and pathname if necessary) in the text box.

5   Click OK.

In the directory window, associated documents are represented by document icons.

Related Procedure

Keyboard Procedure

hint

You do not have to associate a document with the application that created it. For example, you could associate with Notepad a text file created with another word processor.

Deleting Associations

To delete the association between a document and an application:

1 Select or open the directory window containing the document whose association you want to delete.

2 Select the document.

3 Choose Associate from the File menu.

4 Press BACKSPACE to delete the filename from the text box.

5 Click OK.

⊞   Keyboard Procedure

Opening a Document

You can start an application and open a document from a directory window if that document's filename extension has been **associated** with an application.

To open a document from a directory window:

1 Associate the document with the appropriate application.
2 Double-click the document to open it and start its associated application.

   Or simply drag the document icon and drop it onto the application in which you want it to open.

   If the application can run in a window, the window will appear in front of any File Manager windows that are open. If the application is a full-screen application, the application will use the entire screen.

Related Procedure
Keyboard Procedure

hint

To minimize File Manager to an icon as soon as you open a document, choose Minimize on Use from the Options menu.

If you plan to open a document frequently, you might find it more convenient to add it to a Program Manager group rather than to open it from File Manager. You can copy program files and document files from File Manager to Program Manager by dragging the icons into a Program Manager group with your mouse.

Using the Run Command

To start an application or open a document:

1 Choose Run from the File menu.

2 Type the <u>pathname</u> for the application file.

3   Type a space and the document's name (or pathname if necessary) after the application's name if you want to open a document.

4   Select the Run Minimized check box if you want to <u>minimize</u> the application to an icon as soon as it starts.

5   Click OK.

         Keyboard Procedure

hint

As with MS-DOS command lines, you do not need to include the pathname if the files are in the current directory or the path is included in your AUTOEXEC.BAT file.

Formatting Diskettes

Formatting prepares a floppy diskette so that MS-DOS can use it for storing and retrieving information. When you choose the Format Diskette command, File Manager removes all the information from the diskette, writes directory information on it, and checks for unusable portions.

CAUTION: Do not try to format more than one diskette at a time. Windows might let you try if you are using two different applications, but the results are unpredictable.

To format a diskette:

1 Place the diskette in the disk drive.

2 Choose Format Diskette from the Disk menu.

3 Select the letter for the drive containing the diskette if your computer has more than one floppy disk drive. Then click OK.

   If your computer has only one floppy disk drive, you will not see the dialog box asking you to designate the destination drive.

   CAUTION: After a diskette is formatted, you cannot recover any information that was previously stored on it. Make sure that the diskette in the drive you selected is the one you want to format.

4 Click Format to confirm that you want to format the diskette.

5 Select High Capacity if you're formatting a high-capacity diskette.

6 Select Make System Disk to include system files on the diskette.

7 Click OK.

[+]   Keyboard Procedure

Labeling Diskettes or Hard Drives

You can create (or change) an electronic label for a diskette or hard disk drive. You can use up to 11 characters. You can't label a CD-ROM drive.

To change or assign a volume label:

1 Select the disk-drive for the diskette or hard drive you want to label.

2 Choose Label Disk from the Disk menu.

3 Type the label name for the disk in the Label box.

4 Click OK.

[+]   Keyboard Procedure

Copying Diskettes

You can copy the entire contents of one diskette to another diskette of the same <u>capacity</u> by using the Copy Diskette command from the Disk menu. Typically, you do this to make a backup copy.

To copy a diskette:

1 Insert the source diskette in the drive you want to copy from and, if your computer   has two floppy disk drives, insert the destination diskette in the drive you want to copy to.

2 <u>Select the disk-drive</u> for the source diskette.

3 Choose Copy Diskette from the Disk menu.

4 Select the letter for the destination drive and click OK if your computer has more than one floppy disk drive.

   If your computer has only one floppy disk drive, you don't need to specify a destination drive.

   CAUTION: When you copy an entire diskette, you cannot recover information previously stored on the destination diskette. So make sure that the diskette in the destination drive is the one you want to copy to.

5 Click the Copy button.

   If your source and destination drives are the same, follow the instructions on the screen to switch source and destination diskettes as needed.

[+]   Keyboard Procedure

Making System Diskettes

You can use File Manager to copy operating system files onto a diskette. A diskette that includes system files can be used to start up computers with the MS-DOS operating system.

To format a system diskette:

1 Select the disk-drive containing the MS-DOS system files.

2 Insert the diskette in the drive.

   The diskette must be formatted.

3 Choose Make System Diskette from the Disk menu.

4 Select the drive letter for the drive containing the diskette if your computer has two floppy disk drives. Then click OK.

   If your computer has only one floppy disk drive, you will not see the dialog box asking you to designate the destination drive.

5 Click Yes to confirm that you want to add the system files to the disk.

   Not all diskettes can accept system files. A system message will notify you if this is the case.

Keyboard Procedure

Quitting File Manager

To quit File Manager:

1 Choose Exit from the File menu.

2 Select the Save Settings option to preserve your settings for your next File Manager session.

3 Click OK.

If you select the Save Settings option, settings created with the following commands are saved:

All settings on the View menu

All settings on the Options menu

Keyboard Procedure

File Manager Keys

Click a button or topic title.

+ Topics

File Manager Keys

Click a button or topic title.

Topics

[Directory Tree Window Keys](#)
[Directory Window Keys](#)

Directory Tree Window Keys

To	Press
Move between the <u>Directory Tree</u> and <u>disk-drive icons</u>	TAB
Move to the disk-drive icon that matches the specified letter	CTRL+disk-drive letter
Move among disk-drive icons when you are in the drive area	LEFT or RIGHT ARROW
Open a directory or select a drive	ENTER
Select a directory above or below the current directory	UP or DOWN ARROW
Select the first subdirectory in the current directory	RIGHT ARROW
Select the next directory level up from the current directory	LEFT ARROW
Select the previous directory at the same level	CTRL+UP ARROW
Select the next directory at the same level	CTRL+DOWN ARROW
Select the directory one window up from the current directory	PAGE UP
Select the directory one window down from the current directory	PAGE DOWN
Select the root directory	HOME
Select the last directory in the list	END
Select the next directory whose name begins with the specified letter	Letter key

Directory Window Keys

To	Press
Select the file or directory one window up from the current selection.	PAGE UP
Select the file or directory one window down from the current selection.	PAGE DOWN
Select the first file or directory in the list.	HOME
Select the last file or directory in the list.	END
Select the next file or directory whose name begins with the specified letter.	Letter key
Select multiple items.	SHIFT+arrow key
Select all items in the list.	CTRL+SLASH (/)
Cancel the selection of all items in the list.	CTRL+BACKSLASH (\)

Cause the <u>selection cursor</u> to blink or stop blinking. Use SHIFT+F8 with the arrow keys and the SPACEBAR to select nonconsecutive items or to cancel the selections.	SHIFT+F8
Move the cursor or scroll to other items in the window.	arrow keys
Select or cancel the selection of nonconsecutive items marked by a blinking cursor.	SPACEBAR
Open a directory or run a program.	ENTER

File Manager Keyboard Procedures

Click a folder or topic title.

- Working with the Directory Tree
- Working with Directory Windows
- Working with Files and Directories
- Working with Networks
- Changing File Manager's Appearance
- Working with Applications and Documents
- Maintaining Disks and Diskettes
- Quitting File Manager

File Manager Keyboard Procedures

Click a folder or topic title.

📁 Working with the Directory Tree

📁 Working with Directory Windows

📁 Working with Files and Directories

📁 Working with Networks

📁 Changing File Manager's Appearance

📁 Working with Applications and Documents

📁 Maintaining Disks and Diskettes

📁 Quitting File Manager

File Manager Keyboard Procedures

Click a folder or topic title.

📁⊞———Working with the Directory Tree

📁⊞———Working with Directory Windows

      Opening Directory Windows

      Selecting a Directory Window

      Replacing Directory Window Contents

      Closing Directory Windows

      Selecting a File or Directory

      Selecting More Than One File or Directory

      Canceling Selections

      Choosing the Type of Files Displayed

      Specifying the Information Displayed for Each File

      Choosing the Order of Files and Directories

      Updating a File Manager Window

📁⊞———Working with Files and Directories

📁⊞———Working with Networks

📁⊞———Changing File Manager's Appearance

📁⊞———Working with Applications and Documents

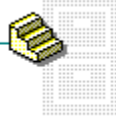📁⊞———Maintaining Disks and Diskettes

📁⊞———Quitting File Manager

File Manager Keyboard Procedures

Click a folder or topic title.

📁 ⊞ Working with the Directory Tree
📁 ⊞ Working with Directory Windows
📁 ⊞ Working with Files and Directories

Creating New Directories

Copying Files or Directories

Moving Files or Directories

Deleting Files or Directories

Renaming Files or Directories

Searching for Files or Directories

Setting File Attributes

Printing Files

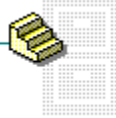Turning Warning Messages On or Off

📁 ⊞ Working with Networks
📁 ⊞ Changing File Manager's Appearance
📁 ⊞ Working with Applications and Documents
📁 ⊞ Maintaining Disks and Diskettes
📁 ⊞ Quitting File Manager

File Manager Keyboard Procedures

Click a folder or topic title.

📁———Working with the Directory Tree
📁———Working with Directory Windows
📁———Working with Files and Directories
📁———Working with Networks

      Connecting to a Network Drive

      Disconnecting from a Network Drive

      Browsing Through Network Disk Drives

📁———Changing File Manager's Appearance
📁———Working with Applications and Documents
📁———Maintaining Disks and Diskettes
📁———Quitting File Manager

File Manager Keyboard Procedures

Click a folder or topic title.

📁 ⊞———Working with the Directory Tree
📁 ⊞———Working with Directory Windows
📁 ⊞———Working with Files and Directories
📁 ⊞———Working with Networks
📁 ⊞———Changing File Manager's Appearance

     Arranging Windows in a Cascading Pattern
     Arranging Windows in a Tiled Pattern
     Choosing General Display Options

📁 ⊞———Working with Applications and Documents
📁 ⊞———Maintaining Disks and Diskettes
📁 ⊞———Quitting File Manager

File Manager Keyboard Procedures

Click a folder or topic title.

- [+] Working with the Directory Tree
- [+] Working with Directory Windows
- [+] Working with Files and Directories
- [+] Working with Networks
- [+] Changing File Manager's Appearance
- [+] Working with Applications and Documents

  Starting an Application

  Associating Documents with an Application

  Deleting Associations

  Opening a Document

  Using the Run Command

- [+] Maintaining Disks and Diskettes
- [+] Quitting File Manager

File Manager Keyboard Procedures

Click a folder or topic title.

- Working with the Directory Tree
- Working with Directory Windows
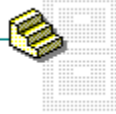- Working with Files and Directories
- Working with Networks
- Changing File Manager's Appearance
- Working with Applications and Documents
- Maintaining Disks and Diskettes

    Formatting Diskettes

    Labeling Diskettes or Hard Drives

    Copying Diskettes

    Making System Diskettes

- Quitting File Manager

Keyboard: Selecting a Disk Drive

To select a disk drive:

Hold down CTRL and press the letter for the disk drive you want to select.

Mouse Procedure

Keyboard: Selecting the Directory Tree Window

To select the Directory Tree window:

Press CTRL+F6 until you select the window.

Or press ALT and then W. Then press 1.

Mouse Procedure

Keyboard: Selecting a Directory from the Directory Tree

Press	To select
UP ARROW or DOWN ARROW	A directory above or below the current directory.
RIGHT ARROW	The first subdirectory in the current directory.
LEFT ARROW	The next directory level up from the current directory.
CTRL+UP ARROW	The previous directory at the same level, if one exists.
CTRL+DOWN ARROW	The next directory at the same level, if one exists.
PAGE UP	The directory one window up from the current directory.
PAGE DOWN	The directory one window down from the current directory.
HOME	The root directory.
END	The last directory in the list.
Letter key	The next directory name whose name begins with the specified letter.

 Mouse Procedure

Keyboard: Collapsing Directory Levels

To collapse a directory:

1 [Select the directory](#) you want to collapse.

2 Press the HYPHEN (-) key.

        Mouse Procedure

Keyboard: Expanding Directory Levels

To expand one level of a collapsed directory branch:

1 <u>Select the directory</u> you want to expand.

2 Press the PLUS (+) key.

To expand an entire branch that has been collapsed:

1 <u>Select the directory</u> you want to expand.

2 Press the ASTERISK (*) key.

To expand all collapsed branches in the Directory Tree:

Press CTRL+ASTERISK (*).

Mouse Procedure

Keyboard: Opening Directory Windows

To open a directory window:

1 Select the directory you want to open.

2 Press ENTER.

🔲   Mouse Procedure

Keyboard: Selecting a Window

To select a window:

[+]   Press CTRL+F6 until you select the window.

Or press ALT and then W. Then press the number representing the window name of the window on the Window menu.

[+]   Mouse Procedure

Keyboard: Replacing Directory Window Contents

To replace the contents of the active directory window:

1 Press ALT and then V.

2 Press R.

 Mouse Procedure

Keyboard: Closing Directory Windows

To close the active directory window:

1 Press ALT and then the HYPHEN (-) key.

2 Press C.

To close all open directory windows:

1 Press ALT and then W.

2 Press A.

        Mouse Procedure

Keyboard: Selecting a File or Directory

To select a file or directory:

 Use the following keys:

Press	To select
UP ARROW or DOWN ARROW	A file or directory above or below the current selection.
PAGE UP	The file or directory one window up from the current selection.
PAGE DOWN	The file or directory one window down from the current selection.
END	The last file or directory in the list.
HOME	The first file or directory in the list.
Letter key	The next file or directory whose name begins with the specified letter.

 Related Procedures

 Mouse Procedure

Procedures

[Selecting a Directory from the Directory Tree](#)
[Selecting More Than One File or Directory](#)

Keyboard: Selecting More Than One File or Directory

To select a group of files or directories:

[+]   Press SHIFT+ARROW keys.

To select more than one group of files or directories:

1 Select one group of files or directories.
2 Press SHIFT+F8.
3 Press the ARROW keys to move to the first item in the next group.
4 Press the SPACEBAR to select the first item in the next group.
5 Press SHIFT+ARROW keys to select the remaining items in the group.
6 Press SHIFT+F8 when you are finished.

To select scattered files or directories:

1 Press SHIFT+F8.
2 Press the ARROW keys to move to an item.
3 Press the SPACEBAR to select the item.
4 Repeat steps 2 and 3 to select each additional item.
5 Press SHIFT+F8 when you are finished.

To select all the files and directories in a directory window:

[+]   Press CTRL+SLASH (/).
[+]   Mouse Procedure

Keyboard: Canceling Selections

To cancel	Do this
A single selection	Press SHIFT+F8, use the ARROW keys to move to the item, and press the SPACEBAR. Move to another item whose selection you want to cancel and press SPACEBAR. Or presss SHIFT+F8 if you're finished.
All selections	Press CTRL+BACKSLASH (\\).

 Mouse Procedure

Keyboard: Choosing the Type of Files Displayed

To choose the type of files displayed:

1 Select the directory window whose list of files you want to change.

2 Press ALT and then V.

3 Press C.

4 Type a name in the Name box if appropriate.

5 Press TAB to move to an option and press the SPACEBAR to select it.

[+]   Mouse Procedure

Keyboard: Specifying the Information Displayed for Each File

To specify the information displayed for each file:

1 Select the directory window whose file information you want to change.

2 Press ALT and then V.

3 Press N (Name) or F (File Details).

  Or press O, press TAB to move to an option, and press the SPACEBAR to select an option. Then press ENTER.

Mouse Procedure

Keyboard: Choosing the Order of Files and Directories

To change the order in which files and directories are listed:

1 Select the directory window whose file information you want to change.

2 Press ALT and then V.

3 Press B (By Name) or T (By Type).

   Or press S, use the ARROW keys to select a sort option, and press TAB and the SPACEBAR if you want to select Set System Default. Then press ENTER.

   Mouse Procedure

Keyboard: Updating a File Manager Window

To update the active directory window or the Directory Tree:

⊞   Press F5.

⊞   Mouse Procedure

Keyboard: Creating New Directories

To create a new directory:

1 In the Directory Tree, select a directory in which you want to create the new directory.

   Or select a directory window.

2 Press ALT and then F.

3 Press R.

4 Type the name for the new directory and press ENTER.

[+]   Mouse Procedure

Keyboard: Copying Files or Directories

To copy files or directories:

1 Select the files or directories, and then press F8.

   Or press F8, press ALT+F, and use MS-DOS wildcard characters in the From box to select a group of files.

2 Press ALT+T to move to the To box. Then type the pathname of the destination.

3 Press ENTER.

⊞	Related Procedure
⊞	Mouse Procedure

Keyboard: Moving Files or Directories

To move files or directories:

1 Select the files or directories, and then press F7.

   Or press F7, press ALT+F,   and use MS-DOS <u>wildcard characters</u> in the From box to select a group of files.

2 Press ALT+T to move to the To box. Then type the pathname of the destination.

3 Press ENTER.

[+]   Related Procedure

[+]   Mouse Procedure

Keyboard: Deleting Files or Directories

CAUTION: File Manager is much more powerful for deleting directories than MS-DOS. When you delete a directory with File Manager, all files and all subdirectories within the directory are also removed from your disk. You cannot recover them after you delete them.

To delete files or directories:

1 Select the files or directories, and press DEL.

   Or press DEL and use MS-DOS wildcard characters in the Delete box to delete a group of files.

2 Press ENTER.

   Or type another name if you decide you want to remove a different item. Then choose ENTER.

3 Press ENTER to confirm each deletion.

[+]   Mouse Procedure

Keyboard: Renaming Files or Directories

CAUTION: Do not rename any of the files you received with Windows.

To rename a file or directory:

1 Select the file or directory from a directory window.
2 Press ALT+F.
3 Press N.
4 Type the new name.
5 Press ENTER.

To rename the filenames of a group of files:

1 Select the files and choose Rename (press ALT and then F, and press N).

   Or choose Rename and press ALT+F. Then use MS-DOS wildcard characters in the From box to specify the group of files whose names you want to change.
2 Press ALT+T to move to the To box and use MS-DOS wildcard characters to specify the new names.
3 Press ENTER.

       Mouse Procedure

Keyboard: Searching for Files or Directories

To search for a file or directory:

1 <u>Select the disk-drive icon</u> for the drive you want to search.

2 <u>Select</u> a directory window or the Directory Tree window.

3 Select the directory you want to search.

4 Press ALT+F.

5 Press H.

6 Type the name of the file or directory in the Search For box.

7 Press TAB and then the SPACEBAR if you want to search the entire disk.

8 Press ENTER.

To run an application or document from the Search Results window:

1 Use the ARROW keys to select the program filename or the filename of a document <u>associated</u> with the application.

2 Press ENTER.

 Mouse Procedure

Keyboard: Setting File Attributes

To set the attributes of files:

1 Open or select the directory window containing the files.

2 Select the file or files whose attributes you want to set.

3 Press ALT and then F.

4 Press G.

5 Press TAB to move to an option and press the SPACEBAR to select it.

6 Press ENTER.

Mouse Procedure

Keyboard: Printing Files

To print a file:

1 Open or select the directory window containing the file.

2 Select the file you want to print.

3 Press ALT and then F.

4 Press P.

5 Press ENTER.

   Or type the name of the file in the text box to print a different file. Then press ENTER.

   Mouse Procedure

Keyboard: Turning Warning Messages On or Off

CAUTION: If you turn off the confirmation settings, Windows will carry out delete, replace, and mouse operations as you choose the command.

To turn warning messages on or off:

1 Press ALT and then O.

2 Press C.

3 Use the ARROW keys to select an option and press the SPACEBAR to change the selection of an option:

Use this option	To
Confirm on Delete	Display a message before deleting files.
Confirm on Subtree Delete	Display a message before deleting directories.
Confirm on Replace	Display a message before writing over an existing file.
Confirm on Mouse Operation	Display a message before executing any mouse action that involves moving or copying.

4 Press ENTER.

  Mouse Procedure

Keyboard: Connecting to a Network Drive

To connect to a network disk drive:

1 Press ALT and then D.

2 Press N.

3 Type a drive letter.

4 Press ALT+N and type the full network pathname.

   Or press ALT+P, use the ARROW keys to select a previous network path, and press ENTER.

   Or choose Browse to select a network drive.

5 Press ALT+W and type the password (if required).

6 Press ALT+A, and then press the SPACEBAR if this is a new connection and you want to add it to the Previous list.

7 Press ALT+C to make the connection.

[+]   Related Procedure

[+]   Mouse Procedure

Keyboard: Disconnecting from a Network Drive

To disconnect from a network disk drive:

1 Select a disk drive other than the network drive from which you want to disconnect.

2 Press ALT and then D.

3 Type the network drive letter.

4 Press ENTER.

[+]   Mouse Procedure

Keyboard: Browsing Through Network Drives

To view the available network disk drives:

1 Press ALT and then D.

2 Press N.

3 Press ALT+B.

4 Press ALT+S, and then use the ARROW keys to select a network server name.

5 Press ALT+R, and then use the ARROW keys to select a share. Then press ENTER.

6 Press ALT+C to make the connection.

     Mouse Procedure

Keyboard: Arranging Windows in a Cascading Pattern

To arrange windows in a cascading pattern:

- Press SHIFT+F5.
- Related Procedure
- Mouse Procedure

Keyboard: Arranging Windows in a Tiled Pattern

To arrange windows in a tiled pattern:

[+]	Press SHIFT+F4.
[+]	Related Procedure
[+]	Mouse Procedure

Keyboard: Choosing General Display Options

To choose general display options:

1 Press ALT and then O.

2 Press L (Lower Case), S (Status Bar), or M (Minimize on Use).

     Mouse Procedure

Keyboard: Starting an Application

To start an application:

1 <u>Open the directory window</u> containing the application's program file.

2 <u>Select the filename</u> for the application.

3 Press ENTER.

      Related Procedure

      Mouse Procedure

Keyboard: Associating Documents with an Application

To associate a document with an application:

1 Select or open a directory window containing a document with the filename extension you want to associate.

2 Select the filename.

3 Press ALT and then F.

4 Press A.

5 Type the application's filename in the text box.

6 Press ENTER.

[+]   Related Procedure

[+]   Mouse Procedure

Keyboard: Deleting Associations

To delete the association between a document and an application:

1 Select or open the directory window containing the document whose association you want to delete.

2 Select the filename.

3 Press ALT and then F.

4 Press A.

5 Press BACKSPACE.

6 Press ENTER.

Mouse Procedure

Keyboard: Opening a Document

To open a document from a directory window:

1 [Associate the document](#) with the appropriate application.

2 [Select](#) the filename for the document.

3 Press ENTER.

[+]		Related Procedure
[+]		Mouse Procedure

Keyboard: Using the Run Command

To start an application or open a document:

1 Press ALT and then F.

2 Press R.

3 Type the pathname for the application.

4 Type a space and the document's filename after the application name if you want to open a document.

5 Press TAB and the SPACEBAR if you want to select Run Minimized.

6 Press ENTER.

[+]   Mouse Procedure

Keyboard: Formatting Diskettes

CAUTION: Do not try to format more than one diskette at a time. Windows might let you try if you are using two different applications, but the results are unpredictable.

To format a diskette:

1 Place the diskette in the disk drive.

2 Press ALT and then D.

3 Press F.

4 Select the letter for the drive containing the diskette if your computer has more than one floppy disk drive. Then press ENTER.

5 Press ENTER to confirm that you want to format the diskette.

6 Press ALT+H and press the SPACEBAR to select High Capacity if you're formatting a high capacity diskette.

7 Press ALT+M and press the SPACEBAR to select Make System Disk and include system files on the diskette.

8 Press ENTER.

      Mouse Procedure

Keyboard: Labeling Diskettes or Hard Drives

To change or assign a volume label:

1 Select the disk-drive icon for the diskette or hard disk.

2 Press ALT and then D.

3 Press L.

4 Type the label name for the disk.

5 Press ENTER.

[+]　　　Mouse Procedure

Keyboard: Copying Diskettes

To copy a diskette:

1 Insert the source diskette in the drive you want to copy from and, if your computer has two floppy disk drives, insert the destination diskette in the drive you want to copy to.

2 Select the disk-drive icon for the source diskette.

3 Press ALT and then D.

4 Press C.

5 Select the letter for the destination drive and press ENTER if your computer has more than one floppy disk drive.

6 Press ENTER to confirm that you want to copy the diskette.

 Mouse Procedure

Keyboard: Making System Diskettes

To format a system diskette:

1 <u>Select the disk-drive</u> containing the MS-DOS system files.

2 Insert the diskette in the disk drive.

3 Press ALT and then D.

4 Press M.

5 Select the drive letter for the drive containing the diskette if your computer has two floppy disk drives. Then press ENTER.

6 Press ENTER to confirm that you want to add system files to the diskette.

 ⊞   Mouse Procedure

Keyboard: Quitting File Manager

To quit File Manager:

1 Press ALT and then F.

2 Press X.

3 Press the SPACEBAR to select Save Settings and preserve your settings for your next File Manager session.

4 Press ENTER.

 Mouse Procedure

File Manager

Gives you access to the MS-DOS directory and file structure on your hard disk or over a network.

application Control-menu

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

title bar   File Manager

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

Drag the title bar to move the window.

Minimize button

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

Maximize button

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

File menu

File	
Open	Opens a directory window, application, or document.
Run...	Starts an application (and a document).
Print...	Prints a text only file.
Associate...	Associates a document file with an application.
Search...	Searches for files and directories.
Move...	Moves files or directories from one directory to another.
Copy...	Copies files or directories from one directory to another.
Delete...	Deletes files or directories.
Rename...	Renames a file or directory.
Change Attributes...	Changes the attributes of a file.
Create Directory...	Creates a new directory.
Select All	Selects all files and directories in a directory window.
Deselect All	Cancels all selections in the directory window.
Exit	Closes all File Manager windows and exits File Manager.

Disk menu

Disk	
Copy Diskette...	Copies the entire contents of a diskette onto another diskette.
Label Disk...	Assigns a volume label to diskettes and hard disks.
Format Diskette...	Formats a diskette.
Make System Diskette...	Makes a system diskette.
Connect Net Drive...	Connects your computer to a network drive.
Disconnect Net Drive...	Disconnects your computer from a network drive.

Tree menu

Tree	
Expand One Level	Expands one level of a collapsed directory.
Expand Branch	Expands a collapsed directory.
Expand All	Expands all the branches in the Directory Tree.
Collapse Branch	Collapses subdirectories beneath a selected directory.

View menu

View	
Name	Shows only the names of files and directories.
File Details	Shows detailed information about files and directories.
Other...	Specifies the file and directory information you want to display.
By Name	Sorts files in alphabetical order by filename.
By Type	Sorts files by type (extension), then by filename prefix.
Sort by...	Sorts files by a selected option.
Include...	Specifies the items included in the active directory window.
Replace on Open	Replaces the contents of the active directory window.

Options menu

Options	
Confirmation...	Controls the display of warning messages.
Lower Case	Displays directory information in lowercase letters.
Status Bar	Displays the status bar in the File Manager window.
Minimize on Use	Minimizes File Manager whenever you start an application.

Window menu

Window	
Cascade	Arranges File Manager windows so each title bar shows.
Tile	Arranges File Manager windows so they all fit in the workspace.
Refresh	Updates the active directory windows.
Close **A**ll Directories	Closes all open directory windows.
1 Directory Tree	Selects a File Manager window.
2 C:\PROJECTS\REPORTS*.*	

Help menu

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

menu bar

| File | Disk | Tree | View | Options | Window | Help |
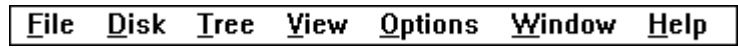
Contains the names of all the File Manager menus.

Click a menu name to display commands.

Directory Tree title bar   Directory Tree
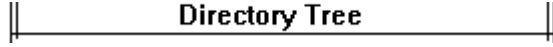
Contains the title of the Directory Tree window.

Drag the title bar to move the window.

disk-drive icon

Represents disk drive A, used for floppy disks.

Click the disk-drive icon to see its directory tree.

disk-drive icon   **B**

Represents disk drive B, used for floppy disks.

   Click the disk-drive icon to see its directory tree.

disk-drive icon

Represents hard disk drive C.

     Click the disk drive icon to see its directory tree.

disk-drive icon   D

Represents RAM disk drive D.

    Click the disk drive icon to see its directory tree.

disk-drive icon   CD E

Represents the CD-ROM disk drive.

Click the disk drive icon to see its directory tree.

disk drive icon   NET P

Represents a network disk drive.

Click the disk drive icon to see its directory tree.

disk-drive icon bar   ⊟A ⊟B ▱C RAM D CD E NET P

Contains the icons of all the disk drives on your computer.
Click a disk drive icon to display its directory tree.

volume label   [LED]

Shows the name you assigned to the current drive.

directory path   C:\PROJECTS\REPORTS

Shows the current drive and selected directory.

collapsible directory   📁 C:\

Represents a directory whose subdirectories are displayed. The "C:\" indicates the directory is the root directory of the current drive.

⊞   Click the minus sign to collapse the subdirectory.

directory icon

Represents a directory or subdirectory on the current drive. A directory icon without a plus or minus sign indicates there are no subdirectories.

Double-click the directory icon to open a directory window and see the files it contains.

current directory   REPORTS

The highlighted directory. You can select only one directory at a time in the Directory Tree window.
Double-click the directory icon to open a directory window and see the files it contains.

collapsible directory

Represents a directory whose subdirectories are displayed. Click the minus sign to collapse the subdirectory.

expandable directory

Represents a directory whose subdirectories are not displayed off of the root directory of the current drive.

Click the plus sign to display the subdirectories.

Directory Tree

A graphic display showing the directories and subdirectories on the current drive.

Directory Tree window

A window that shows the directories and subdirectories on the current drive.

scroll arrow

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

scroll bar

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box for moving the contents of the window or list box.

Click a scroll bar to move the contents one screen.

scroll box

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

Drag the scroll box to move to another location.

document Control-menu

R̲estore		Restores the document window to its former size.
M̲ove		Moves the document window to another location.
S̲ize		Changes the size of the document window.
Mi̲nimize		Shrinks the document window to an icon.
Ma̲ximize		Enlarges the document window to its maximum size.
C̲lose	Ctrl+F4	Closes the document window.
Nex̲t	Ctrl+F6	Switches to the next open document window.

directory window title bar   `C:\PROJECTS\REPORTS\*.*`

Contains the path for the directory show in the window.

Drag the title bar to move a directory window.

Minimize button

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

Maximize button

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

directory icon 📁[..]

Represents a directory or subdirectory. The dots indicate that the directory is one level above the current directory.

Double-click the directory icon to open a directory window and see the files it contains.

up dots

Represents the directory one level above the current directory.

program icon

Represents a program file or batch file. These files have default extensions of .BAT, .COM, .EXE, and .PIF.

Double-click a program icon to start an application or execute a batch file.

document icon

Represents a document and its application.

Double-click a document icon to start the application and open the document.

file icon

Represents a file that is not a program or a document associated with an application.

Click a file icon to select it.

directory window

A window that shows all the files and subdirectories contained in a directory.

status bar   `Selected 1 file(s) (12266 bytes) out of 10`

When the Directory Tree window is active, the status bar shows the number of bytes available on the current disk drive. If it's a network drive, the status bar also shows the network path.

When a directory window is active, the status bar shows the number of files selected, their combined size, and the total number of files in the directory.

application window

The main window for an application, in this case the File Manager window. The File Manager window can contain a Directory Tree window and one or more directory windows.

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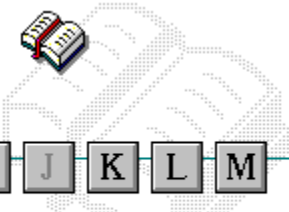
A B C D E F G H I J K L M

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
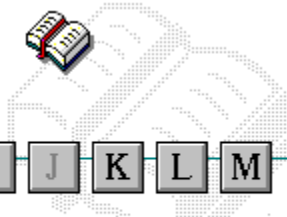
Windows Glossary

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
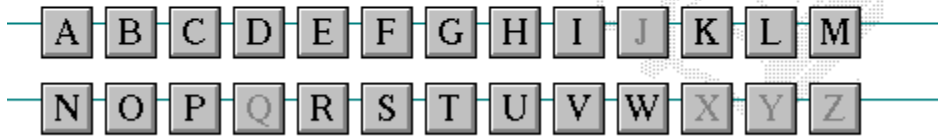
B

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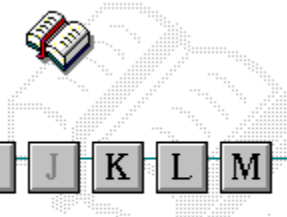
Windows Glossary

Click a button or term.

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
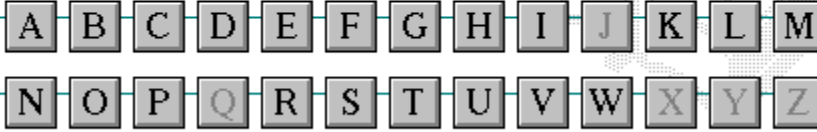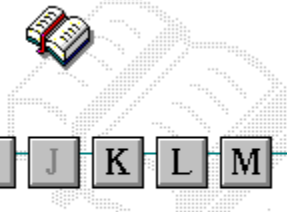
D

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
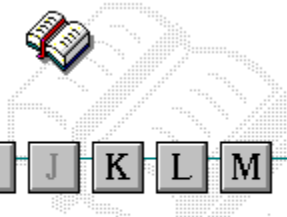
Windows Glossary

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
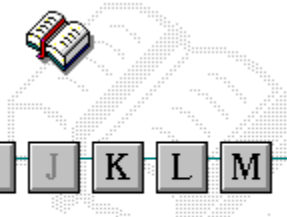
Windows Glossary

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
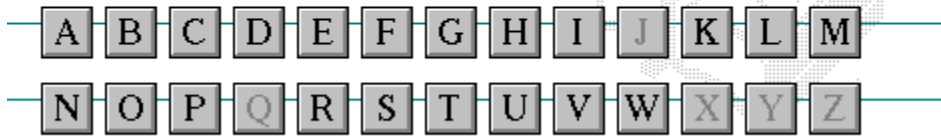
F

file

file information line

flow control

font
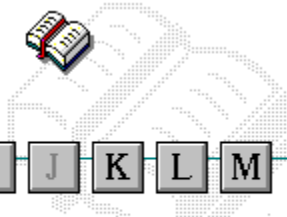
font size

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 |
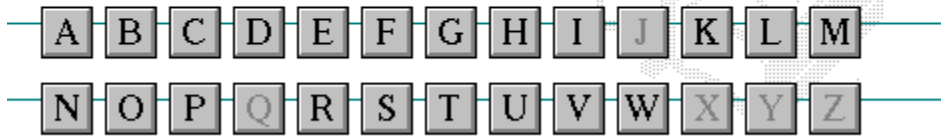
G
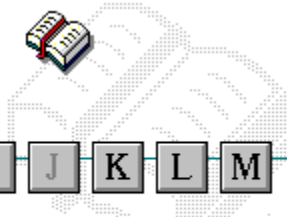
General MIDI Mode standard
group
group icon
group window

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
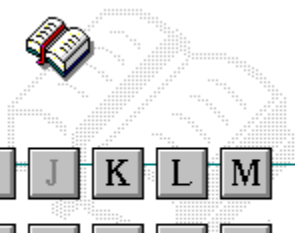
hotspot

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
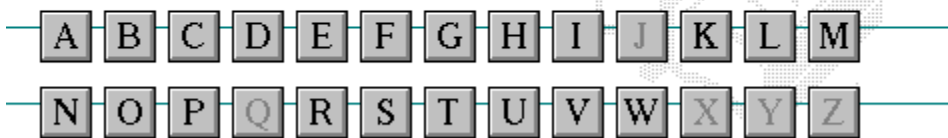
I

[icon](#)
[insertion point](#)
[International MIDI Association](#)

Windows Glossary

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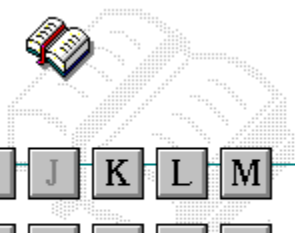
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

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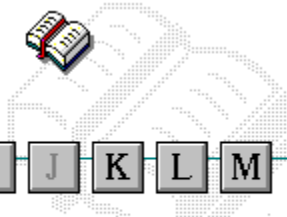
| A | B | C | D | E | F | G | H | I | J | K | L | M |
| N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

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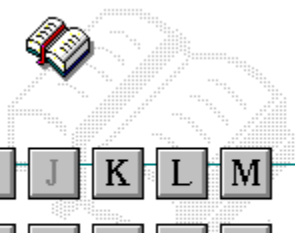
A B C D E F G H I J K L M

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
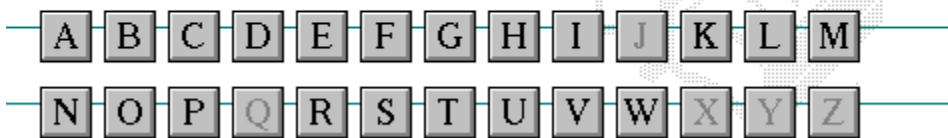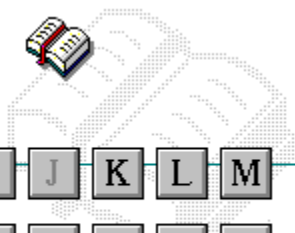
T

Task List
text box
text file
title
title bar
topic
track

Windows Glossary

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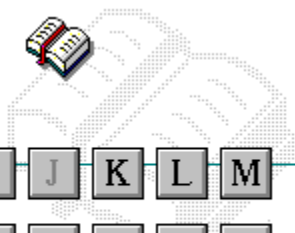
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

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 |
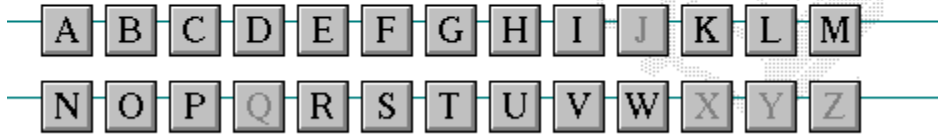
V

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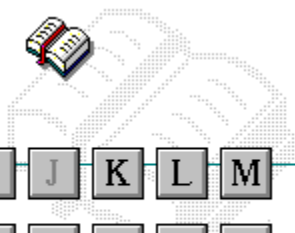
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

X

No defined terms.

Windows Glossary

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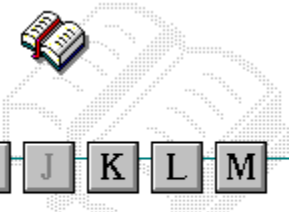
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Y

No defined terms.

Windows Glossary

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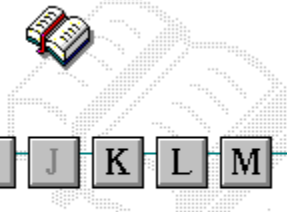
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

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

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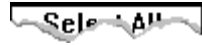
A word or phrase, usually found in a menu, that you choose to carry out an action.

command button

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
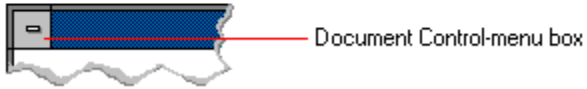
conventional memory

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

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

The directions to a directory or file within your system.

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

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

Directory Tree

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

Directory Tree window

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

directory window

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

disk-drive icon

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

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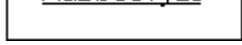
A display box is not an option, but a type of text box that shows an example of another option you have selected, in this case a sample of the 10 pt, underlined, Helvetica font.

document

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

document file

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

document window

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

DOS

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

drag

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

drop-down list box

A list box that opens and closes in dialog boxes.

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

After the list box is open, it looks like this:
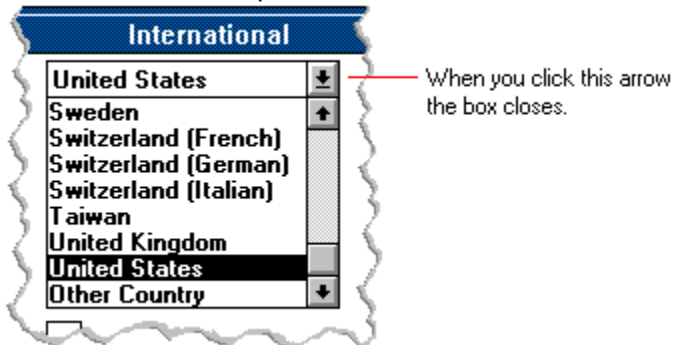
NOTE: When the list is longer than the box, scroll bars are provided.

error checking

A method for validating transmissions.

expand

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

expanded memory

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

extended memory

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

extended synthesizer

One of the two types of synthesizers accommodated by Windows.

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

extension

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

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

file

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

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

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

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

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

flow control

The method for controlling the flow of information.

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

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

font size

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

Helv

Helv 8 ABCDEFGHIJKL

Helv 10 ABCDEFGHIJKL

Helv 12 ABCDEFGHIJKL

Helv 14 ABCDEFGHIJKL

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

format

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

full-screen application

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

General MIDI Mode standard

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

group

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

group icon

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

group window

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

History button   History

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

hotspot

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

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

hue

The position of a color along the color spectrum.

HyperGuide button bar

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

icon

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

insertion point

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

International MIDI Association (IMA)

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

keymaps

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

keyword

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

kilobyte

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

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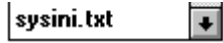
A box within a dialog box that lists available choices--for example, the list of all available files in a directory. If all the choices don't fit in the box, there will be a vertical scroll bar to the right of the list box. In some list boxes, you can select more than one item.

local printer

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

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

local queue

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

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

luminosity

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

maximize

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

Maximize button

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

Media Control Interface (MCI)

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

memory

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

menu   √ <u>M</u>inimize on Use

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

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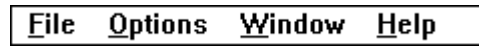
The horizontal bar containing the names of an application's menus. It appears just under the title bar.

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

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

select

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

selection cursor

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

serial ports

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

shortcut key

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

shrink

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

simple device

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

solid color

A color directly supported by your display.

source directory

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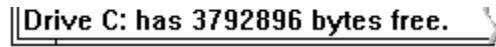
spin box

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

standard mode

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

status bar   Drive C: has 3792896 bytes free.

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

stop bits

The timing unit between characters.

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

synthesizer

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

Task List

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

text box   Filename: ***.TXT**

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

text file

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

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

title

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

title bar

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

topic

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

track

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

Up button

Moves up one level in the HyperGuide hierarchy.

vector fonts

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

virtual memory

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

volume label Volume label

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

WAVE format

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

waveform

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

wildcard characters

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

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

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

*.DOC

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

FY???.90

window

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

window border

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

Windows application

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

wrap

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