







## Notepad Concepts



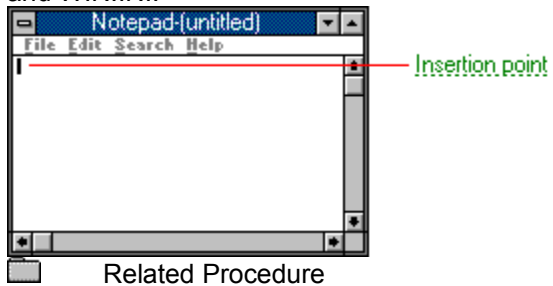
Click a folder or topic title. Or to read  
in the recommended order click the >> button.

-  [What Is Notepad?](#)
-  [Notepad Features](#)

## What Is Notepad?

Windows Notepad is a text editor that only works with text files. You can use Notepad to:

- Jot down notes.
- 📁 Create short documents you might want to use with other applications.
- 📁 Create and edit files that MS-DOS or Windows uses, such as AUTOEXEC.BAT, CONFIG.SYS, and WIN.INI.



**insertion point**

The place where text will be inserted when you type. The insertion point appears as a flashing vertical bar.

When you first start Notepad, the insertion point appears in the upper-left corner of the window. If you start typing, the text that appears will go beyond the right border of the window. By choosing the Word Wrap command, you can make text wrap to the beginning of the next line when the text reaches the right edge of the window.




**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 certain kinds of text files, such as AUTOEXEC.BAT, CONFIG.SYS, and WIN.INI.

## Features of Notepad

As with other text editors, Notepad allows you to:

-  Create, open, save, and print text files.
-  Cut, copy, and paste text.
-  Search for text in a file.

With Notepad, you can also:

-  Add the time and date to documents.
-  Create time-log documents.
-  [Related Topics](#)

## **Procedures**

[Adding the Time and Date to Documents](#)

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

[Creating New Documents](#)

[Creating Time-Log Documents](#)

[Finding Text](#)

[Opening Existing Text Files](#)

[Printing Headers and Footers](#)

[Saving Existing Documents](#)

[Saving New or Renaming Existing Documents](#)





## Notepad Commands

Click a menu name or command.



**File**

**Edit**

**Search**



**File**

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

---

Exit



**Edit**



<u>U</u> ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
D <u>e</u> lete
<u>S</u> elect All
Time/ <u>D</u> ate
<u>W</u> ord Wrap



## New Command



Creates a new document.

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

Related Procedure

## Open Command



Opens an existing text file.

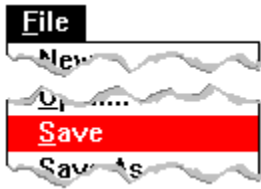
With this command, you can open a Notepad file or a file saved as "text only" from another application. Notepad cannot open a file larger than approximately 50K.

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



Related Procedure

## Save Command



Saves changes to the current document.

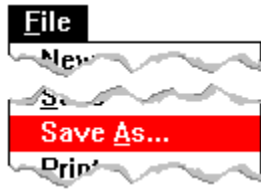
When you choose this command, the document remains open so you can continue working on it.



Related Procedure



## Save As Command



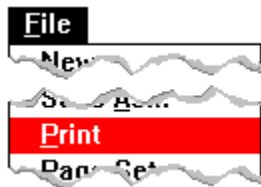
Saves a new document or an existing document under another name.

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

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


 Related Procedure

## Print Command



Prints one copy of the current document.

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

 Related Procedures

## **Procedures**

[Installing New Printers](#)

[Printing Documents](#)

## Page Setup Command



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

You can specify:

- Margins--Left, right, top, and bottom.
- Headers and Footers--Text and/or the following codes:

Type	To do this
&d	Enter the current date.
&p	Enter page numbers.
&f	Enter the current filename.
&l	Justify the text that follows at the left margin.
&r	Justify the text that follows at the right margin.
&c	Center the text that follows in the top or bottom margin. This is the default.
&t	Enter the current time.
<input type="checkbox"/>	Related Procedures

## **Procedures**

[Printing Headers and Footers](#)




[Setting Margins](#)

## Printer Setup Command



Sets printer options for Notepad before printing.

You can:

-  Select a default printer for Notepad.
-  Choose Setup and change options for the printer.
- The available options depend on the type of printer selected.
-  Related Procedure

## Exit Command



Exits Notepad and closes the Notepad window.

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

## Undo Command



Undoes your last editing or formatting action.

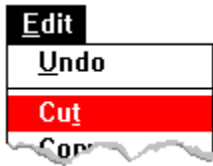
Once you save your changes, you cannot undo the changes.



Related Procedure



## Cut Command

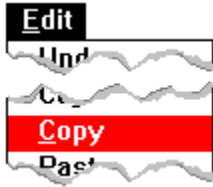


Cuts text from a document and places it on the Clipboard, erasing the previous Clipboard contents.

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

Related Procedure

## Copy Command



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

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



Related Procedure

## Paste Command

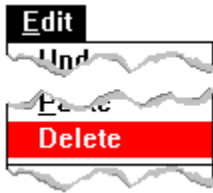


Pastes a copy of the Clipboard contents at the insertion point or replaces selected text.

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

 Related Procedure

## Delete Command

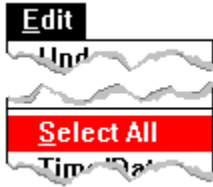


Deletes selected text from a document.

Delete removes selected text but does not place the text on the Clipboard.


 Related Procedure

## Select All Command



Selects all the text in a document.

Use this command when you want copy the contents of a file to another file with the Copy and Paste commands.

 Related Procedure

## Time/Date Command



Adds the current time and date to a document.

This command adds the time and date at the insertion point or replaces selected text with the time and date.

 Related Procedure


## Word Wrap Command



Wraps text in a document.

Text that you type in the Notepad window can go beyond the right border of the window. If you don't want this to happen, choose this command. This command automatically wraps text to the beginning of the next line when the text reaches the right edge of the window. Word Wrap doesn't affect your text file; the text file retains the full line of text.

The command remains in effect until you choose the command again. After choosing the command again, you must press ENTER to begin a new line.

 Related Procedure

## Find Command



Finds characters or words in a document.

In Notepad, you can start a search at any point in a document and search either forward or backward from that point. You can also specify whether Notepad should match the uppercase and lowercase characters of the text.

When searching for text, Notepad begins the search at the position of the insertion point and ends at the beginning or end of the document, depending on whether you choose Backward or Forward.

 Related Procedure




## Find Next Command



Repeats the last search without opening the Find dialog box.

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





 Related Procedure



## Notepad Procedures

Click a folder or topic title.



-  Entering and Editing Text
-  Formatting Text
-  Printing
-  Working with Documents and Files



## Entering and Editing Text

[Entering Text](#)

[Moving the Insertion Point](#)

[Selecting Text](#)

[Selecting All the Text in a Document](#)

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

[Deleting Text](#)

[Finding Text](#)

[Undoing Edits](#)







## Formatting Text





## Printing



## Working with Documents and Files

-  Entering and Editing Text
-  Formatting Text
  - [Formatting Text](#)
  - [Wrapping Text](#)
-  Printing
-  Working with Documents and Files

-  Entering and Editing Text
-  Formatting Text
-  Printing
  - [Printing Documents](#)
  - [Changing Printers and Printer Options](#)
  - [Printing Headers and Footers](#)
  - [Setting Margins](#)
-  Working with Documents and Files



Entering and Editing Text



Formatting Text



Printing



Working with Documents and Files

[Creating New Documents](#)

[Opening Existing Text Files](#)

[Saving Existing Documents](#)

[Saving New or Renaming Existing Documents](#)

[Adding the Time and Date to Documents](#)

[Creating Time-Log Documents](#)




[Determining the Size of a File](#)

## Entering Text

### **To enter text in a new document:**

- ▶ Just start typing.  
When you begin to enter text, an insertion point marks the place where the text you type will begin.  
Or press ENTER or the SPACEBAR to move the insertion point to a different place on the page.  
Pressing ENTER moves the insertion point to the next line. Pressing the SPACEBAR moves the insertion point to the right.

### **To enter text in an existing document:**

-  Click where you want text to appear, and start typing.  
Note that you can move the insertion point only to a place in the document where it's been before.  
Click  for an example.
-  Keyboard Procedure





**example**

To type a report title 10 lines from the top of a new page and 20 spaces in from the left margin, you press ENTER 10 times and then press the SPACEBAR 20 times before you type the title. Anytime you have trouble moving the insertion point with the arrow keys, try using the ENTER key or the SPACEBAR.

## Moving the Insertion Point

### **To move the insertion point:**

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


 Keyboard Procedure

## Selecting Text



### To select text:

- 1 Point to the first character you want to select.
- 2 Drag the pointer to the last character you want to select.
- 3 Release the mouse button.

### To select a single word:

-  Double-click on the word.

### To cancel a selection:

-  Click again anywhere in the document to cancel the selection.
-  Keyboard Procedure

## Selecting All the Text in a Document


In addition to the different ways of selecting text described in Text Selection Keys, you can select all the text in a Notepad document. This feature is useful if you want to copy an entire Notepad file to the Clipboard and merge it with another file.

### **To select all the text in a document:**

 Choose Select All from the Edit menu.

Notepad highlights all the text in your document. If you change your mind, click anywhere in the text area.

 Related Keys

 Keyboard Procedure

## Copying, Cutting, and Pasting Text

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

### To copy and paste or cut and paste text:


- 1 [Select the text.](#)
- 2 Choose Copy from the Edit menu to copy text and leave the original intact.  
Or choose Cut to cut text.  
The text is placed on the [Clipboard](#).
- 3 Move the [insertion point](#) where you want the text to appear.  
Or select text you want to replace.
- 4 Choose Paste from the Edit menu.  
The text is inserted from the Clipboard, replacing any selected text.



Keyboard Procedure


## Deleting Text

### **To delete one character at a time:**

-  Press BACKSPACE to delete the character to the left of the insertion point.  
Or press DEL to delete the character to the right of the insertion point.



### **To delete more than one character:**

- 1 Select the text you want to delete.
- 2 Press BACKSPACE or DEL.  
Or choose Cut from the Edit menu to place the text onto the Clipboard.  
Or choose Delete to delete the text but leave the Clipboard contents intact.

-  Keyboard Procedure

## Undoing Edits

### **To undo your last edit:**

-  Choose Undo from the Edit menu.
-  Keyboard Procedure

## Finding Text

In Notepad, you can start a search at any point in a file and search either forward or backward from that point. You can also specify whether Notepad should match the uppercase and lowercase characters of the text.

When searching for text, Notepad begins the search at the position of the insertion point and ends at the beginning or end of the file, depending on whether you choose Backward or Forward.

### To find specific characters or words:

- 1 [Move the insertion point](#) to where you want the search to begin.
- 2 Choose Find from the Search menu.
- 3 Type the characters or words you want to find in the Find What box.
- 4 Select the Match Upper/Lowercase check box if you want to match capitalization exactly.
- 5 Select Forward or Backward to specify the search direction.
- 6 Click OK.

Notepad selects the first occurrence of the text.

- 7 Choose Find Next from the Search menu to find the next occurrence of the same text.

Notepad does not display the Find dialog box but immediately searches for the text.



Keyboard Procedure



## Formatting Text

<b>To</b>	<b>Do this</b>
Insert a space	Press the SPACEBAR.
End a line	Press ENTER.
Indent a line	Press TAB.
Insert a tab	Press TAB.
Insert a blank line	Move the <u>insertion point</u> to the beginning of a line and press ENTER.
Split a line	Move the insertion point to the beginning of the text you want to move to the next line and press ENTER.
Join two lines	Move the insertion point to the beginning of the line you want to move. Press BACKSPACE until the lines are joined.



Related Procedure



Keyboard Procedure

## Wrapping Text


Text that you type in the Notepad window can go beyond the right border of the window. If you don't want this to happen, you can set the Word Wrap option. This option automatically wraps text to the beginning of the next line when the text reaches the right edge of the window. Word Wrap doesn't affect your text file; the text file retains the full line of text.


### To wrap text:

 Choose Word Wrap from the Edit menu.

A checkmark appears next to the Word Wrap command on the menu.

Word Wrap remains in effect until you choose the command again. After choosing Word Wrap again, you must press ENTER to begin a new line.


 Related Procedure

 Keyboard Procedure

## Printing Documents


If you have connected and installed a printer, you can print one copy of the current document. Notepad automatically prints to the default printer.

### **To print a document:**

 Choose Print from the File menu.

When printing, Notepad automatically uses standard margins settings. If you want to position your Notepad text differently on the page, change these settings in the [Page Setup dialog box](#).

 Related Procedures

 Keyboard Procedure

## **Procedures**

[Changing Printers and Printer Options](#)

[Installing New Printers](#)

## Changing Printers and Printer Options

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

### **To change printers:**

- 1 Choose Printer Setup from the File menu.
- 2 Select the printer that you want to print on.
- 3 Choose Setup to change printer options.

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

- 4 Select the options you want.

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

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



Related Procedure



Keyboard Procedure

## Printing Headers and Footers

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

### To add a header or footer to the printed document:

- 1 Choose Page Setup from the File menu.
- 2 Type the text you want to use as a header or footer in the Header or Footer box, along with any of the following codes:

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

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

- 3 Click OK.



Related Procedure



Keyboard Procedure

## Setting Margins

### **To set the margins:**

- 1 Choose Page Setup from the File menu.
- 2 Type the margin settings in the Margins box.
- 3 Click OK.






Related Procedure



Keyboard Procedure

## Creating New Documents

### **To create a new document:**

-  Choose New from the File menu.
-  Related Procedure
-  Keyboard Procedure





## Opening Existing Text Files

Notepad works with text (ASCII) files only. You can open any text file less than 50K in size.

### To open an existing text file:

1 Choose Open from the File menu.

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

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



Related Procedures



Keyboard Procedure

## **Procedures**

[Browsing Through the Directories List Box](#)

[Creating New Documents](#)

**hint**

To find files with an extension other than .TXT, type that extension in the Filename box and then click OK.




**hint**

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

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

## Saving Existing Documents

**To save changes to an existing document:**


-  Choose Save from the File menu.
-  Related Procedure
-  Keyboard Procedure

## Saving New or Renaming Existing Documents

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

- 1 Choose Save As from the File menu.
- 2 If you want to save the file in the current directory, type the filename, including a filename extension if you want to specify one.

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

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

- 3 Click OK. 
-  Related Procedure
  -  Keyboard Procedure

**hint**

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

**hint**

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



## Adding the Time and Date to Documents

### To add the time and date:

- 1 [Open the document.](#)
- 2 [Move the insertion point](#) to where you want the time and date to appear.  
Or [select the text](#) you want the time and date to replace.
- 3 Choose Time/Date from the Edit menu.



Related Procedure



Keyboard Procedure

## Creating Time-Log Documents

You can use Notepad to create a log to keep track of how you spend your time.

### To create a time-log document:

1 Type **.log** at the left margin on the first line of a Notepad document.

Every time you open this document, Notepad will add the current system time and date to the end of the document.

Notepad uses the system time and date. You can reset the time and date with Control Panel.

2 Add any comments or edit any of the text in the document.

3 [Save the document.](#)



Related Procedures



Keyboard Procedure

## **Procedures**

[Adding the Time and Date to Documents](#)

[Changing the Date](#)

[Changing the Time](#)

## Determining the Size of a File

The maximum size for a Notepad file is approximately 50,000 characters or 50 kilobytes.

### **To determine the size of a Notepad file:**

1 Choose About Notepad from the Help menu.

Notepad displays a dialog box that tells you the number of characters currently in the file.

2 Click OK to close the dialog box.



Keyboard Procedure




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## Notepad Keys

Click a folder or topic title.



 Topics



## Topics

[Movement Keys](#)

[Text Selection Keys](#)

## Movement Keys

<u>To move the insertion point</u>	<u>Press</u>
Up one line	UP ARROW
Down one line	DOWN ARROW
Right one character	RIGHT ARROW
Left one character	LEFT ARROW
Right one word	CTRL+RIGHT ARROW
Left one word	CTRL+LEFT ARROW
To the beginning of the line	HOME
To the end of the line	END
Up one window	PAGE UP
Down one window	PAGE DOWN
To the beginning of the document	CTRL+HOME
To the end of the document	CTRL+END

## Text Selection Keys





<u>To select</u>	<u>Press</u>
One character at a time to the left or right. Or, if the character is already selected, cancels the selection.	SHIFT+LEFT or RIGHT ARROW
Up or down one line at a time. Or, if the line is already selected, cancels the selection.	SHIFT+DOWN or UP ARROW
Up one window. Or, if the previous window is already selected, cancels the selection.	SHIFT+PAGE UP
Down one window. Or, if the next window is already selected, cancels the selection.	SHIFT+PAGE DOWN
To the beginning of the line.	SHIFT+HOME
To the end of the line.	SHIFT+END
To the previous word.	CTRL+SHIFT+LEFT ARROW
To the next word.	CTRL+SHIFT+RIGHT ARROW
To the beginning of the document.	CTRL+SHIFT+HOME
To the end of the document.	CTRL+SHIFT+END



## Notepad Keyboard Procedures



Click a folder or topic title.

-  [Entering and Editing Text](#)
-  [Formatting Text](#)
-  [Printing](#)
-  [Working with Documents and Files](#)



## Entering and Editing Text

[Entering Text](#)

[Moving the Insertion Point](#)

[Selecting Text](#)

[Selecting All the Text in a Document](#)

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

[Deleting Text](#)

[Finding Text](#)

[Undoing Edits](#)







## Formatting Text




## Printing



## Working with Documents and Files

-  Entering and Editing Text
-  Formatting Text
  - [Formatting Text](#)
  - [Wrapping Text](#)
-  Printing
-  Working with Documents and Files

-  Entering and Editing Text
-  Formatting Text
-  Printing
  - [Printing Documents](#)
  - [Changing Printers and Printer Options](#)
  - [Printing Headers and Footers](#)
  - [Setting Margins](#)
-  Working with Documents and Files



Entering and Editing Text



Formatting Text



Printing



Working with Documents and Files

[Creating New Documents](#)

[Opening Existing Text Files](#)

[Saving Existing Documents](#)

[Saving New or Renaming Existing Documents](#)


[Adding the Time and Date to Documents](#)

[Creating Time-Log Documents](#)

[Determining the Size of a File](#)




## Keyboard: Entering Text

### **To enter text in a new document:**

 Just start typing.


Or press ENTER or the SPACEBAR to move the insertion point to a different place on the page. Pressing ENTER moves the insertion point to the next line. Pressing the SPACEBAR moves the insertion point to the right.

### **To enter text in an existing document:**


-  Move the insertion point where you want text to appear, and start typing.
-  Related Keys
-  Mouse Procedure

## Keyboard: Moving the Insertion Point

### To move the insertion point:

 Use the following keys:

<b>Press</b>	<b>To move the insertion point</b>
UP ARROW	Up one line.
DOWN ARROW	Down one line.
RIGHT ARROW	Right one character.
LEFT ARROW	Left one character.
CTRL+RIGHT ARROW	Right one word.
CTRL+LEFT ARROW	Left one word.
HOME	To the beginning of the line.
END	To the end of the line.
PAGE UP	Up one window.
PAGE DOWN	Down one window.
CTRL+HOME	To the beginning of the document.
CTRL+END	To the end of the document.




 Mouse Procedure

## Keyboard: Selecting Text

### To select text:

- 1 [Move the insertion point](#) to the first character you want to select.
- 2 Press and hold down the SHIFT key.
- 3 Move the insertion point to the last character you want to select.
- 4 Release SHIFT.

### To cancel a selection:


-  Press an arrow key.
-  Related Keys
-  Mouse Procedure



## Keyboard: Selecting All the Text in a Document

### To select all the text in a document:

- 1 Press ALT and then E.
- 2 Press S.

 Mouse Procedure

## Keyboard: Copying, Cutting, and Pasting Text

### To copy and paste or cut and paste text:


- 1 [Select the text.](#)
- 2 Press CTRL+INS to copy text.  
Or press SHIFT+DEL to cut text.
- 3 [Move the insertion point](#) where you want the text to appear.  
Or select text you want to replace.
- 4 Press SHIFT+INS.



Mouse Procedure


## Keyboard: Deleting Text

### To delete one character at a time:

-  Press BACKSPACE to delete the character to the left of the insertion point.  
Or press DEL to delete the character to the right of the insertion point.

### To delete more than one character:

- 1 [Select the text](#) you want to delete.
  - 2 Press BACKSPACE or DEL.
- Or press SHIFT+DEL to place the text onto the Clipboard.

-  Mouse Procedure

## Keyboard: Finding Text

### To find specific characters or words:

- 1 [Position the insertion point.](#)
- 2 Press ALT and then S.
- 3 Press F.
- 4 Type the characters or words.
- 5 Press TAB and press SPACEBAR to select or clear the Match Upper/Lowercase check box.
- 6 Press TAB and press the LEFT ARROW or RIGHT ARROW to select Forward or Backward.
- 7 Press ENTER.
- 8 Press F3 to find the next occurrence of the same text.



Mouse Procedure

## Keyboard: Undoing Edits

### To undo your last edit:



Press ALT+BACKSPACE.



Mouse Procedure

## Keyboard: Formatting Text

<b>To</b>	<b>Do this</b>
Insert a space	Press the SPACEBAR.
End a line	Press ENTER.
Indent a line	Press TAB.
Insert a tab	Press TAB.
Insert a blank line	<a href="#">Move the insertion point</a> to the beginning of a line and press ENTER.
Split a line	Move the insertion point to the beginning of the text you want to move to the next line and press ENTER.
Join two lines	Move the insertion point to the beginning of the line you want to move. Press BACKSPACE until the lines are joined.



Related Procedure





Mouse Procedure

## Keyboard: Wrapping Text

### To wrap text:

- 1 Press ALT and then E.
- 2 Press w.

-  Related Procedure
-  Mouse Procedure

## Keyboard: Printing Documents

### **To print one copy of the current document:**

1 Press ALT and then F.

2 Press P.



Related Procedure




Mouse Procedure



## Keyboard: Changing Printers and Printer Options

### **To change printers:**

- 1 Press ALT and then F.
- 2 Press R.
- 3 Use the UP ARROW or DOWN ARROW to select the printer that you want.
- 4 Press ALT+S to change printer options.
- 5 Select the options you want and press ENTER.
- 6 Press ENTER.

 Mouse Procedure

## Keyboard: Printing Headers and Footers

### To add a header or footer to the printed document:



- 1 Press ALT and then F.
- 2 Press T.
- 3 Type the header text and/or codes. Then press TAB and type the footer text and/or following codes.

Type	For
------	-----

---

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

- 4 Press ENTER.

-  Related Procedure
-  Mouse Procedure

## Keyboard: Setting Margins

### **To set the margins:**

- 1 Press ALT and then F.
- 2 Press T.
- 3 Press TAB until you reach a margin you want to change.
- 4 Type the new margin settings.
- 5 Repeat steps 3 and 4 to change other margins.
- 6 Press ENTER.



Related Procedure





Mouse Procedure

## Keyboard: Creating New Documents

### To create a new document:

1 Press ALT and then F.

2 Press N.

-  Related Procedure
-  Mouse Procedure


## Keyboard: Opening Existing Text Files


### To open an existing text file:

1 Press ALT and then F.


2 Press O.

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

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

4 Press ENTER. 

 Related Procedures

 Mouse Procedure

## **Procedures**

[Browsing Through the Directories List Box](#)

[Creating New Documents](#)

**hint**

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

To find files with an extension other than .TXT, type that extension in the Filename box. Then press ENTER.

**hint**

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



## Keyboard: Saving Existing Documents

### To save an existing document:

1 Press ALT and then F.

2 Press S.



Related Procedure





Mouse Procedure

## Keyboard: Saving New or Renaming Existing Documents


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

- 1 Press ALT and then F.
- 2 Press A.
- 3 If you want to save the file in the current directory, type the filename, including a filename extension if you want to specify one.

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

- 4 Press ENTER. 

 Related Procedure

 Mouse Procedure

**hint**

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

**hint**

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

## Keyboard: Adding the Time and Date to Documents

### To add the time and date:

- 1 [Open the document.](#)
- 2 [Move the insertion point](#) to where you want the time and date to appear.  
Or [select the text](#) you want the time and date to replace.
- 3 Press F5.



Related Procedure



Mouse Procedure

## Keyboard: Creating Time-Log Documents

### To create a time-log document:

- 1 Type **.log** at the left margin on the first line of a Notepad document.
- 2 Add any comments or edit any of the text in the document.
- 3 [Save the document.](#)



Related Procedure



Mouse Procedure

## Keyboard: Determining the Size of a File

### **To determine the size of a Notepad file:**

- 1 Press ALT and then H.
- 2 Press A.
- 3 Press ENTER.



Mouse Procedure







### application Control-menu




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

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

**title bar**






Contains the title of the application running in the window, in this case Notepad. The title bar also shows the file that's open.

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

## **Notepad**

A text editor that lets you:

-  Jot down notes.
-  Create short documents you might want to use with other applications.
-  Create and edit files that MS-DOS or Windows uses, such as AUTOEXEC.BAT, CONFIG.SYS, and WIN.INI.

**Minimize button**



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

**Maximize button**



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

## File menu

### File

**New**

Creates a new file.

**Open...**

Opens an existing file.

**Save**

Saves changes to the current file.

**Save As...**

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

**Print**

Prints one copy of the current document.

**Page Setup...**

Sets the margins, and adds headers and footers.

**Printer Setup...**

Sets printer options for Notepad before printing.

**Exit**

Exits Notepad and closes the Notepad window.

## Edit menu

### **Edit**

<b><u>U</u>ndo</b>	Undoes your last editing or formatting action.
<b><u>C</u>ut</b>	Places selected text onto the Clipboard.
<b><u>C</u>opy</b>	Copies selected text onto the Clipboard.
<b><u>P</u>aste</b>	Pastes a copy of the Clipboard contents at the insertion point.
<b><u>D</u>elete</b>	Deletes selected text from a document.
<b><u>S</u>elect All</b>	Selects all the text in a document.
<b><u>T</u>ime/<u>D</u>ate</b>	Adds the current time and date to a document.
<b><u>W</u>ord <u>W</u>rap</b>	Wraps text in a document.



## Search menu

### Search

Find...

Find Next

Finds specified characters or words in a document.

Repeats the last search.

## Help menu

### Help

Index

Displays an alphabetical list of all Help topics.

Keyboard

Displays Help on Notepad key combinations.

Commands

Displays Help on Notepad commands.

Procedures

Displays Help on Notepad procedures.

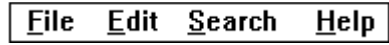
Using Help

Displays information about Windows Help.


About Notepad ...

Displays important information about Notepad.

**menu bar**




Contains the names of all the Notepad menus.

 Click a menu name to display the menu commands.

**scroll bar**



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

 Click a scroll bar to move the contents one screen.

**scroll arrow**



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



Click a scroll arrow to move the contents.

**scroll box**



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

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

**insertion point** |

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

**mouse pointer** I

The cursor on the screen that follows the mouse's movement and indicates which area of the screen will be affected when you click the mouse's button. The pointer appears as an I-beam when it's over text.



Move the mouse to move the pointer.



**text**      **WHAT:**      **Free food and drink - sheltered picnic table**  
**Swimming, boating, fishing, volleyball an**

Text you type appears in the Notepad window.



Place the insertion point where you want text to appear and start typing.

**application window**

Displays the contents of a file. In this window, you can create and edit text.

**window border**



The outside edge of a window.

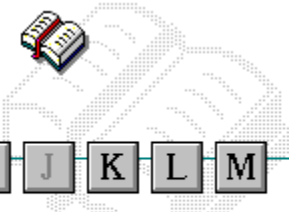


Drag the window border to change the size of the window.



# 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



386 enhanced mode

active

active printer

animation

application

application icon

application window

arrow keys

associate

AUTOEXEC.BAT



## B

[<< button](#)

[>> button](#)

[Back button](#)

[base-level synthesizer](#)

[batch file](#)

[baud rate](#)

[bitmap](#)

[branch](#)

[browse](#)

[byte](#)



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





- 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



error-checking

expand

expanded memory

extended memory

extended synthesizer

extension



file

file information line

flow control

font

font size

format

full-screen application



General MIDI Mode standard

group

group icon

group window



History button

hotspot

hue

HyperGuide button bar



icon

insertion point

International MIDI Association



No defined terms.



K

keymaps

keyword

kilobyte





list box

local printer

local queue

luminosity



## 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



network printer

network queue

network server

non-Windows application



open

option button



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



No defined terms.



R

RGB components

read-only

real mode

Restore button

root directory



sample

saturation

scaled font size

screen font

screen saver

scroll arrow

scroll bar

scroll box

Search button

select

selection cursor

serial port

shortcut key

shrink

simple device

solid color

source directory

spin box

standard mode

status bar

stop bits

synthesizer





Task List

text box

text file

title

title bar

topic

track



Up button



vector font

virtual memory

volume label



waveform

WAVE format

wildcard characters

window

window border

Windows application

wrap



No defined terms.



No defined terms.



No defined terms.

**386 enhanced mode**

Provides access to the virtual memory capabilities of the Intel 80386 processor. With virtual memory capabilities, Windows applications can use more memory than is physically available. Enhanced mode also allows for multitasking of non-Windows applications.



**active**

Describes the selected window or icon that you are currently working with. Windows always applies the next keystroke or command you choose to the active window. If a window is active, it appears in front of all other windows on the desktop, and its title bar changes color to differentiate it visually from other windows. If an icon is made active, its Control menu appears.

Inactive is the opposite of active and describes windows or icons on the desktop that are not selected.

**active printer**

An installed printer that has been assigned to a printer port using Setup or Control Panel. More than one printer can be set up to work on a single port, but only one can be active, since only one printer can be physically connected to the port at a time.

An inactive printer is an installed printer that is not currently connected to the printer port.

**animation**

The display of a series of graphic images, simulating motion. You can play animation files (for example, files with the.MMM extension) with the Media Player accessory. Animations are also called movies.

**application**

A computer program used for a particular kind of work, such as word processing. This term is often used interchangeably with "program."

**application icon**



Alarm Clock

An icon that represents an application that is running.

**application window**

The main window for an application. It contains the application's menu bar and main workspace. An application window may contain multiple document windows.

**arrow keys**

The four arrow keys on your computer keyboard. These keys move the cursor or pointer on your screen to locations you choose. Each arrow key moves the cursor or pointer in the direction of the arrow on the key. Each arrow key is named for the direction in which arrow points: UP ARROW, DOWN ARROW, LEFT ARROW, and RIGHT ARROW.

**associate**

To assign files that have the same extension to a program. When you choose a file with the specified extension, the associated application runs with the file loaded.



**AUTOEXEC.BAT**

Batch file that lists MS-DOS commands. MS-DOS automatically carries out the commands in your AUTOEXEC.BAT file when you turn on your computer. The file is located in the root directory of your first hard disk, which is usually drive C.

Typically, an AUTOEXEC.BAT file starts memory-resident utilities such as a network and sets up environment variables that are used later by applications. In addition, your AUTOEXEC.BAT file might set your MS-DOS prompt or start pop-up programs such as Borland's SideKick.

**<< button**



Displays the previous topic in a series of topics, until you reach the first topic in the series. Then the button is dimmed. Use this button when you want to backtrack through topics the way they are organized in HyperGuide.

**>> button**



Displays the next topic in a series of topics, until you reach the last topic in the series. Then the button is dimmed. Use this button to move from topic to topic in the recommended order.

**Back button**

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

**base-level synthesizer**

One of the two types of synthesizers accommodated by Windows.

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

**batch file**

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

**baud rate**

Signalling speed measured by the number of signals per second.

**bitmap**



An image stored as an array of bits.



**branch**



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

**browse**

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

**byte**

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

## **cascading menu**



A menu that opens from a command on another menu.

**CD-ROM**

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

**channel**

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

**check box**



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

**choose**

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



## **Clipboard**



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

**close**

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

**collapse**

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

**command**



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

**command button**

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

**command line**

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

**complementary color**

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

**compound device**

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



**CONFIG.SYS**

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

**Contents button**



Displays the HyperGuide contents.

## Control menu

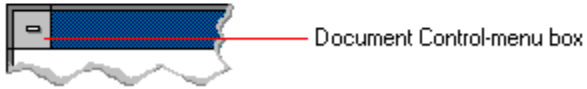


The menu in the upper-left corner of a window. The Control menu appears on every application that runs in a window and on some non-Windows applications. Document windows, icons, and some dialog boxes also have Control menus.

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

## Control-menu box

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



**conventional memory**

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

**cutout**



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

**data bits**

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

**default button**

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



**default printer**

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

**desktop**

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

**desktop pattern**

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

**destination directory**

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





**device contention**

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

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

**device driver**

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

-  Display (monitor)
-  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**



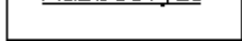
A File Manager window that lists the contents of a specific directory. The directory window shows all the files and subdirectories contained in the directory.

**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.

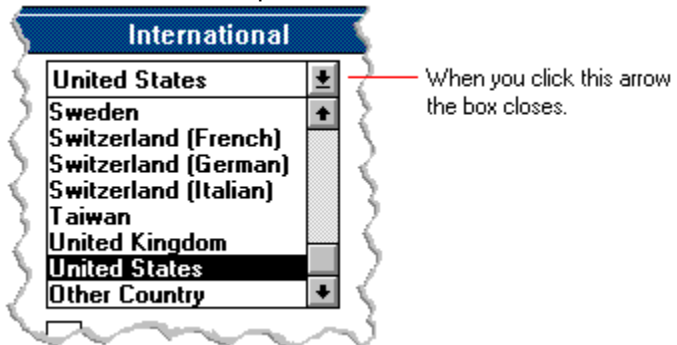
### drop-down list box

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 Windows.

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

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

-  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**

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

**hotspot**

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

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

**hue**

The position of a color along the color spectrum.

## HyperGuide button bar



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



**icon**

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

**insertion point** |

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

**International MIDI Association (IMA)**

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

**keymaps**

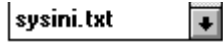
Percussion instruments are key-based--each note plays a different percussion instrument. Keymaps translate MIDI key values to ensure the proper percussion instruments are used to play MIDI files. All MIDI files for Windows are authored using standard key assignments based on the General MIDI Mode standard.

**keyword**

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

**kilobyte**

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

**list box**

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

**local printer**

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



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

### local queue

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

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

**luminosity**

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

**maximize**

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

**Maximize button**

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

**Media Control Interface (MCI)**

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

**memory**

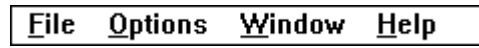
The space in a computer where information is stored while you are working with it. Most PCs have a small amount of read-only memory (ROM), containing the built-in programs that start the operation of the computer when it is turned on, and a large amount of random-access memory (RAM) for users' programs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

menu

✓ **Minimize on Use**

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

**menu bar**



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



**menu command** 

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

**menu name**

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

**menu title**

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

**MIDI**

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

**MIDI file**

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

**MIDI Mapper**

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

**MIDI Sequencer**

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

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

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



**minimize**

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

**Minimize button** 

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

**movie file**

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

**MSCDEX**








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

**multimedia extensions**

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

## **Multimedia PC**

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

-  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.

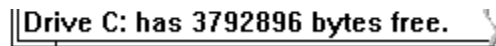
**spin box**



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

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

**stop bits**

The timing unit between characters.

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



**synthesizer**

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

**Task List**

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

**text box**    **Filename:**

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

**text file**

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

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

**title**

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

**title bar**

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

**topic**

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

**track**

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



**Up button**



Moves up one level in the HyperGuide hierarchy.

**vector fonts**

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

**virtual memory**

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

**volume label**

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

**WAVE format**

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

**waveform**

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

**wildcard characters**

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

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

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

**\*.DOC**

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

**FY???.90**

**window**

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



**window border**

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

**Windows application**

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

**wrap**

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



