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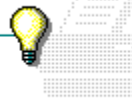
## Print Manager Concepts






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

-  [What Is Print Manager?](#)
-  [The Print Manager Window](#)
-  [Using Print Manager](#)

## Print Manager Concepts



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-  [What Is Print Manager?](#)
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[Printing from Windows Applications](#)

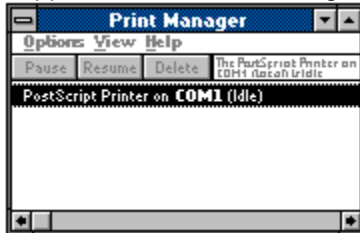
[Printing from Non-Windows Applications](#)

[Printing on a Network](#)

## What Is Print Manager?

Print Manager handles print requests for your printer. Whenever you print a document from a Windows application, the application passes all the printer and font information about the file to Print Manager. Print Manager handles the request in the background while you continue working.

You can always find out about the print requests Print Manager is handling by starting the Print Manager application from the Main group of Program Manager. The Print Manager window looks like this:



As you send files to Print Manager, Print Manager forms a print queue--a list indicating the files currently printing and the files waiting to be printed.

**NOTE:** Print Manager is not used for installing a printer to work with Windows. You install printers from Control Panel in the Program Manager Main group.

 Related Procedure

**Concept**

[The Print Manager Window](#)

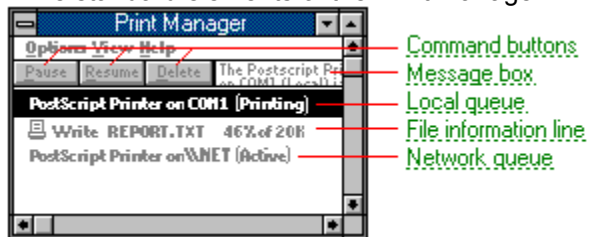
**Procedure**

[Installing New Printers](#)

## The Print Manager Window

The Print Manager window lets you view important information about the printer activity and gives you buttons that pause or cancel items in the queue.

The standard elements of the Print Manager window are:



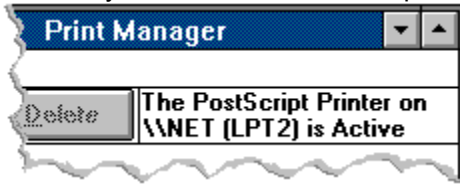
**command buttons**

Let you pause and resume print jobs or delete one or more print jobs.



**message box**

Shows you details about current printing.



In this case, Print Manager displays network information about the printer. The information includes the name of the printer, its location (local or network), its port, and that it's active or printing.

**file information line**

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.

**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.

**network queue**

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

The network queue is generally managed by a network print manager, which is separate from the Microsoft Windows Print Manager. To print over a network queue, you should install the Windows network driver for your network, start the network before you start Windows, and make a network printer connection.

When running with a network printer, Print Manager tracks the progress of your print files on the network print manager. Generally, print files are passed directly to the network queue, where they are spooled to the printer.

To view the status of your print job, you must start Print Manager from the Program Manager group. The Print Manager icon doesn't appear at the bottom of your screen when you print to a network queue.

## Printing from Windows Applications

When you print from a Windows application, the application creates a print file and sends it to Print Manager. From this point on, Print Manager manages the printing of the file.

The appearance of your printed copy depends on several things, including:

- The fonts your application supports.
- The fonts and formats you use.
- The fonts and formats your printer can use.

Printers differ in their ability to use fonts, graphics, spacing, alignment, and character formats. The appearance of printed copy can vary from printer to printer.

Some applications attempt to display files on the screen as they will look when printed. You might need to experiment with your printer to get the results you want.

## Printing from Non-Windows Applications

Non-Windows applications do not use Print Manager or Windows printer drivers. You must set up printers for each non-Windows application and wait while the files print. Even if you start the application from Windows, it prints as though you started it from MS-DOS.

If you want to use Print Manager or the Windows printer drivers, you must transfer the information you want to print into a Windows application.

## Printing on a Network

Print Manager has a number of options for printing on a network. You can:

- View all the files in a network printer's queue, instead of just your files.
- View another network queue that you are not currently connected to.
- Bypass Print Manager and print directly to the network.
- Ignore the status of a network printer queue.

**NOTE:** Some network options might not be available on your network. The support for network options depends on the capabilities of your network software and the support provided with your Windows network driver.



Related Procedures

## **Procedures**

[Bypassing Print Manager](#)

[Ignoring the Network Status](#)

[Viewing Other Network Queues](#)

[Viewing the Entire Network Queue](#)





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## Print Manager Commands

Click a menu name or command.



**Options**

**View**

---

## Print Manager Commands

Click a menu name or command.



### Options

#### View

|                            |
|----------------------------|
| <u>L</u> ow Priority       |
| <u>M</u> edium Priority    |
| <u>H</u> igh Priority      |
| <u>A</u> lert Always       |
| <u>F</u> lash if Inactive  |
| <u>I</u> gnore if Inactive |
| <u>N</u> etwork...         |
| <u>E</u> xit               |

## Print Manager Commands

Click a menu name or command.



### **Options**

#### **View**

**Time/Date Sent**  
**Print File Size**

**Uppdate Net Queues**

**Selectd Net Queue...**  
**Other Net Queue...**

## Low Priority Command

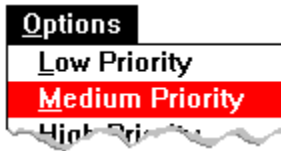


Gives low priority to printing.

When you choose this command, less of the computer's processor time is devoted to printing and more to running applications. As a result, this command slows printing speed but limits the slowing effect on applications during printing.

 Related Procedure

## Medium Priority Command

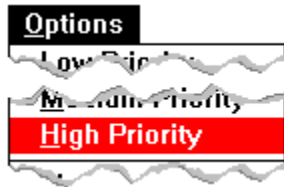


Gives medium priority to printing.

When you choose this command, the computer's processor time is divided about equally between printing and running applications. As a result, printing speed and the slowing effect on applications are both moderate.

 Related Procedure

## High Priority Command

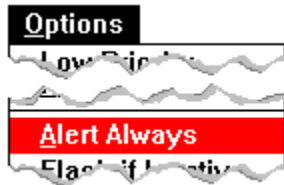


Gives high priority to printing.

When you choose this command, more of the computer's processor time is devoted to printing and less to running applications. As a result, this command maximizes printing speed but increases the slowing effect on other applications during printing.

 [Related Procedure](#)

## Alert Always Command



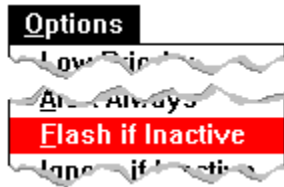
Always alerts you by displaying a Print Manager message immediately.

Occasionally, Print Manager needs to display a message when something goes wrong with printing or when some action is required of you. For example, if your printer is set up for manual paper feed, Print Manager will request that you feed in a new sheet of paper. This command does not control the display of system-level messages such as when the printer is offline.

 Related Procedure



## Flash if Inactive Command



Alerts you with a the system default sound and flashing Print Manager icon or title bar if Print Manager has a message and is inactive.

Occasionally, Print Manager needs to display a message when something goes wrong with printing or when some action is required of you. For example, if your printer is set up for manual paper feed, Print Manager will request that you feed in a new sheet of paper. This command does not control the display of system-level messages such as when the printer is offline.

If you choose this command, your computer makes the sound once, and the Print Manager icon or title bar flashes when the Print Manager window is inactive. Flashing continues until you make the window active or restore the icon to a window. Then the message is displayed.

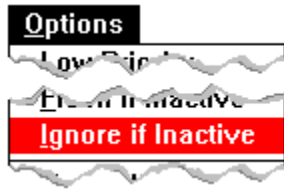
 Related Procedures

## **Procedures**

[Changing System Sounds](#)

[Displaying Print Manager Messages](#)

## Ignore if Inactive Command



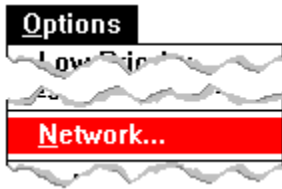
Ignores messages if the Print Manager window is inactive or minimized to an icon.

Occasionally, Print Manager needs to display a message when something goes wrong with printing or when some action is required of you. For example, if your printer is set up for manual paper feed, Print Manager will request that you feed in a new sheet of paper. This command does not control the display of system-level messages such as when the printer is offline.

If you choose this command, Print Manager ignores messages until you make the Print Manager window active or restore the icon to a window. Then the message is displayed.

 Related Procedure

## Network Command



Controls Print Manager's interaction with a network printer.

Clear the Update Network Display check box to have Print Manager ignore the status of network queues. Ignoring the status of the network might reduce network traffic.

Select the Print Net Jobs Direct option to print without Print Manager. Printing directly to networks is generally faster than printing with Print Manager. Print Manager can report on the status of the network print queue whether or not you select the Print Net Jobs Direct option.

This command is available with only some types of network software.

 Related Procedures

## **Procedures**

[Bypassing Print Manager](#)

[Ignoring the Network Status](#)


## Exit Command



Exits the Print Manager window.

Choosing this command cancels printing of any files you have in a queue. Print Manager warns you of this before canceling the printing. If you do not choose OK, Print Manager will remain running, and the files will continue to print.

**CAUTION:** If you delete a file currently printing in graphics mode, you might need to reset your printer to ensure that the printer's buffer is clear. (Turn it off and back on or select the Reset option, if available. It is most important to do this with Laser-type printers.)

 Related Procedures

## **Procedures**

[Canceling Printing](#)

[Exiting from Print Manger](#)

## Time/Date Sent Command



Turns on or off the display of the time and date files were sent to the printer.



Related Procedure



## Print File Size Command

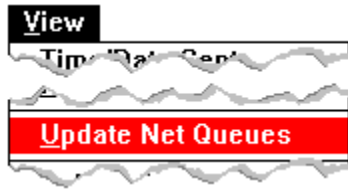


Turns on or off the display of the size of files sent to the printer.

File sizes are measured in kilobytes (kb).

 Related Procedure

## Update Net Queues Command



Updates the status of the network queue.

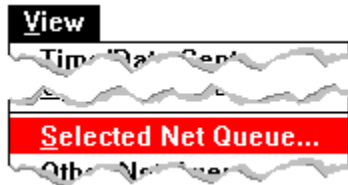
Print Manager automatically updates the status of a network queue periodically. This command updates the network print queue immediately.

This command is available with only some types of network software.



Related Procedure

## Selected Net Queue Command



Shows the entire queue for a selected network printer.

Unless you choose this command, you cannot view all the files sent to a network printer. Ordinarily, when you print a file on a network printer, Print Manager displays a print queue that shows only the files you have sent to that printer.

The queue list is not updated until you choose this command again.

This command is available with only some types of network software.

Related Procedure

## Other Net Queue Command




Displays the queue for a network printer you are not connected to.

Unless you choose this command, you cannot view the files sent to a network printer to which you are not connected. Ordinarily, you can view only those files sent to a printer to which you are connected.

The queue list is not updated until you choose this command again.

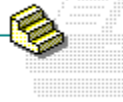
This command is available with only some types of network software.



 Related Procedure



## Print Manager Procedures

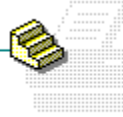
Click a folder or topic title.



-  [Printing with Print Manager](#)
-  [Printing on a Network](#)

## Print Manager Procedures

Click a folder or topic title.



### Printing with Print Manager

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[Looking at the Print Queue](#)

[Changing the Printing Speed](#)

[Changing the Order of the Queue](#)

[Displaying the Time/Date and File Size](#)

[Displaying Print Manager Messages](#)

[Pausing and Resuming Printing](#)

[Canceling Printing](#)

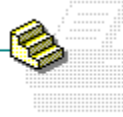
[Printing to a File](#)

[Quitting from Print Manager](#)


### Printing on a Network

## Print Manager Procedures

Click a folder or topic title.



 [Printing with Print Manager](#)

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[Viewing Other Network Queues](#)

[Bypassing Print Manager](#)




## Turning Print Manager On or Off

Print Manager controls printing in the background while you continue to work with your applications in the foreground. However, if you want, you can print from a Windows application without using Print Manager. Your application then prints directly to your local printer or to the network printer

### To turn Print Manager on or off:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Select the Use Print Manager check box to turn Print Manager on.  
Or clear the check box to turn Print Manager off.
- 3 Click OK.

**NOTE:** Keep in mind that if you print without Print Manager, you cannot work with your computer until the print file is completely delivered to the network or your local printer. Printing without Print Manager also prevents you from receiving a report on the status of the local or network print queue. If, however, you merely bypass Print Manager instead of turning it off, you can still receive reports on network queue status and manage your print files on a local printer. To bypass Print Manager, you choose the Print Net Jobs Direct option with Print Manager's Network command.

 Keyboard Procedure

## Looking at the Print Queue

Print Manager displays two types of queues: local and network.

### To look at the print queue:

► Choose the Print Manager icon from the lower-left corner of the desktop if you are printing on a local printer.

Or choose Print Manager from Program Manager's Main Group window if you are printing on a network printer.

Print Manager can display both local and network print queues at the same time. If you have more than one printer connected to your machine, you see multiple printer queue information lines and you might see a print queue for each printer. If a file has been printed or is printing, the queue will list an information line for the file.



Related Procedures



Keyboard Procedure

## **Procedures**

[Restoring a Window or Icon to Its Previous Size](#)

[Starting Applications](#)

## Changing the Printing Speed

You can specify the rate at which information is transferred from Print Manager to the printer ports by using the Low Priority, Medium Priority, and High Priority commands on the Options menu.

### **To print files slowly:**

- ▶ Choose Low Priority from the Options menu.  
This setting allows more of the computer's processor time to run applications, limiting the slowing effect on other applications during printing.

### **To print files somewhat faster:**

- ▶ Choose Medium Priority from the Options menu.  
This setting specifies that your computer's processor time be shared equally between Print Manager and other applications, causing a moderate slowing effect on other applications during printing.

### **To print files much faster:**

- ▶ Choose High Priority from the Options menu.  
This setting allows more of your computer's processor time for Print Manger, causing a high slowing effect on other applications during printing.



Keyboard Procedure

## Changing the Order of the Queue

In local print queues, you can change the position of a file that has not started printing. If you are printing to a network printer, you cannot change the position of files in the queue.

### **To change the position of a file:**

- 1 Drag the file up or down in the print queue.
- 2 Release the mouse button to position the file in the queue.





Keyboard Procedure

## Displaying the Time/Date and File Size

Using two commands on the View menu, you can turn on or off the display of the time and date you sent a file to Print Manger and the size of the file in kilobytes.

### **To turn the time-and-date or file-size display on or off:**

-  Choose Time/Date Sent or Print File Size from the View menu.
-  Keyboard Procedure

## Displaying Print Manager Messages

Occasionally, Print Manager needs to display a message. For example, if your printer is set up for manual paper feed, Print Manager will request that you feed in a new sheet of paper. The Options menu provides three commands for controlling the way Print Manager handles this type of message.

### To set display options for Print Manager messages:

- ▶ Choose one of the commands from the Options menu.

These commands do not control the display of system-level messages such as when the printer is offline.

| <b>Use this command</b> | <b>To</b>   |
|-------------------------|---|
| Alert Always            | Display a message immediately.  |
| Flash if Inactive       | Report incoming messages if the window is inactive.<br>Your computer makes the system default sound once, and the Print Manager icon or title bar flashes. Flashing continues until you make the window <u>active</u> or restore the icon to a window. Then the message is displayed. |
| Ignore if Inactive      | Ignore messages if the Print Manager window is inactive or minimized to an icon.<br>To see messages, you must make the Print Manager window active or restore the icon to a window.   |



Related Procedure

Keyboard Procedure

## Pausing and Resuming Printing

Using buttons in the Print Manager window, you can interrupt the printing of a print queue.

### **To interrupt printing temporarily:**

- 1 Select the information line for a file on a network queue or for the printer on a local queue.
- 2 Click the Pause button.

The selected information line changes to indicate that printing has paused.

Some networks allow you to pause an individual print file. However, your ability to interrupt a network queue depends on the specific features the network supports.

### **To resume printing:**

- 1 Select the information line for a file on a network queue or for the printer on a local queue.
- 2 Click the Resume button.

The selected information line changes to indicate that printing has resumed.



Related Procedure

Keyboard Procedure



## Canceling Printing

### To delete a file from a print queue:

- 1 Select the information line for the file.
- 2 Click the Delete button.
- 3 Click OK to confirm the cancellation.

You may not be able to delete a file from a network print queue if your network software does not support this feature.

### To delete all your files from all print queues:

- 1 Choose Exit from the Options menu.
- 2 Click OK to confirm the cancellation.

If you do not click OK, Print Manager will remain running, and the files will continue to print.

**CAUTION:** If you delete a file currently printing in graphics mode, you might need to reset your printer to ensure that the printer's buffer is clear. (Turn it off and back on again or select the Reset option, if available. It is most important to do this with Laser-type printers.)




Related Procedure



Keyboard Procedure

## Printing to a File

Sometimes, you might want to format a spreadsheet, report, or other document and print it to a file rather than to a printer.

Click  for examples of why you might want to print to a file.

### To print to a file:

- 1 Choose Control Panel from the Main Group window or enlarge the Control Panel icon.
- 2 Choose the Printers icon.
- 3 In the Installed Printers box, select the name of the printer you eventually want to print the file to.
- 4 Choose Configure.
- 5 In the Ports box, select FILE as your port.
- 6 Choose Setup and make sure your print options are set properly.
- 7 Return to the Control Panel window.
- 8 Return to your application and follow the instructions to finish printing your document to a file.

While you are connected to a file, Print Manager prompts you for the filename each time you print from an application. In addition to the filename, you can also specify a drive and directory in which you want to store the file.

**NOTE:** In some applications, you can print to a file by using the application's Printer Setup command. This method might be faster than using Control Panel.



Related Procedures

Keyboard Procedure



## **Procedures**

[Restoring a Window or Icon to Its Previous Size](#)

[Starting Applications](#)

**example**

You might print to a file to:

-  Merge text or graphics into another document.
-  Print at a later time or at a different location.

## Quitting from Print Manager

If running as an icon, Print Manager terminates automatically (and frees the memory it was using) when it finishes printing. If the Print Manager window is open, it does not terminate automatically.

### **To exit from the Print Manger window:**

- ▶ Choose Exit from the Options menu.

If filenames remain in the print queue, a dialog box appears, asking if you want to cancel the printing of these files. If you click OK, Print Manager does not print the remaining files.





Keyboard Procedure

## Updating the Network Status Manually

With some types of network software, when Print Manager is running as a window, it automatically updates the network queue status periodically or when a change on the network has occurred. You can also update the status manually.

### **To update the network queue status manually:**

-  Choose Update Net Queues from the View menu.
-  Keyboard Procedure

## Ignoring the Network Status

Print Manager does not update the status of the network queue when it is running as an icon. However, when you restore the icon to a window, Print Manager begins updating the queue periodically. If you are concerned about network traffic or don't need to view the network status, you can specify that Print Manager ignore the status of a network queue, even when it is running as a window.

### **To specify that Print Manager ignore the status of a network queue:**

- 1 Choose Network from the Options menu.
- 2 Clear the Update Network Display check box.
- 3 Click OK.

The network print queue will be treated as a [local print queue](#) when this option is turned off.



Keyboard Procedure

## Viewing the Entire Network Queue

Normally, when you print a file on a network printer, Print Manager displays a print queue that shows only the files you have sent to that printer. With some types of network software, however, you can see all the files sent to that printer, no matter who sent them.

### **To view the entire queue for a network printer that you are connected to:**

- 1 Select the information line for the network printer.
- 2 Choose Selected Net Queue from the View menu.

Print Manger displays the entire queue for the selected printer.

The queue list is not updated until you choose Selected Net Queue again.

- 3 Choose Close when you're finished.



Related Procedure



Keyboard Procedure



## Viewing Other Network Queues

With some types of network software, Print Manager lets you view queues for network printers that you are not connected to. This allows you to look at how many files are in the queues for different network printers before deciding which one you want to print to. However, you must use Control Panel to connect to another network printer before you can print to it.

### **To view the print queue for a printer you are not connected to:**

- 1 Choose Other Net Queue from the View menu.
- 2 Type the pathname of the network queue in the Network Queue box.
- 3 Choose View.

Print Manager displays status information for the queue in the box above the Network Queue box.

The queue list is not updated until you choose Other Net Queue again.

See your network software documentation for information on how to enter the network pathname.

- 4 Type the name of another queue that you want to view.

Or choose Close when you're finished.



Related Procedures

Keyboard Procedure

## **Procedures**

[Connecting to Network Printers](#)

[Viewing the Entire Network Queue](#)

## Bypassing Print Manager

With some types of network software, you might find that your applications print faster when you bypass Print Manager and send files directly to the network. Routing the file through Print Manager adds an extra step that can delay printing over a network. You can [turn off Print Manager](#) with Control Panel, but merely bypassing it lets you receive reports on network queue status and manage your print files on a local printer.

### To bypass Print Manager:

- 1 Open the Print Manager window.
- 2 Choose Network from the Options menu.
- 3 Select the Print Net Jobs Direct option.
- 4 Click OK.



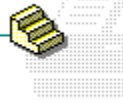
Related Procedure





Keyboard Procedure



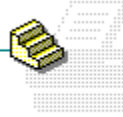
## Print Manager Keyboard Procedures



Click a folder or topic title.

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## Print Manager Keyboard Procedures



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### Printing with Print Manager

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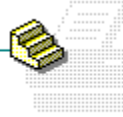
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### Printing on a Network

## Print Manager Keyboard Procedures



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## Keyboard: Turning Print Manager On or Off

### To turn Print Manager on or off:

- 1 Choose the Printers icon from the Control Panel window.
- 2 Press ALT+U.
- 3 Press the SPACEBAR to turn Use Print Manager on or off.
- 4 Press ENTER.





Mouse Procedure



## Keyboard: Looking at the Print Queue

### To look at the print queue:

- ▶ Restore the Print Manager icon.  
Or start Print Manager from the Main Group window.
-  Related Procedures
-  Mouse Procedure

## **Procedures**

[Restoring a Window or Icon to Its Previous Size](#)

[Starting Applications](#)

## Keyboard: Changing the Printing Speed

### **To print files slowly:**

- 1 Press ALT and then O.
- 2 Press L.

### **To print files at a moderate speed:**

- 1 Press ALT and then O.
- 2 Press M.

### **To print files quickly:**

- 1 Press ALT and then O.
- 2 Press H.



Mouse Procedure

## Keyboard: Changing the Order of the Queue

### To change the position of a file:

- 1 Use the UP ARROW or DOWN ARROW key to select the file.
- 2 Hold down CTRL and press the UP ARROW or DOWN ARROW key.
- 3 Release CTRL and the ARROW key.




Mouse Procedure

## Keyboard: Displaying the Time/Date and File Size

**To turn the time-and-date or file-size display on or off:**


- 1 Press ALT and then v.
- 2 Press T (Time/Date Sent) or P (Print File Size).


 Mouse Procedure

## Keyboard: Displaying Print Manager Messages

### To set display options for Print Manager messages:

- 1 Press ALT and then O.
- 2 Press A (Alert Always), F (Flash if Inactive), or I (Ignore if Inactive).

 Related Procedure

 Mouse Procedure

## Keyboard: Pausing and Resuming Printing

### To interrupt printing temporarily:

- 1 Use the UP ARROW or DOWN ARROW key to select the information line for a file on a network queue or for the printer on a local queue.
- 2 Press ALT+P.

### To resume printing:

- 1 Use the UP ARROW or DOWN ARROW key to select the information line for a file on a network queue or for the printer on a local queue.
- 2 Press ALT+R.



Related Procedure



Mouse Procedure

## Keyboard: Canceling Printing

### **To delete a file from a print queue:**

- 1 Use the UP ARROW or DOWN ARROW key to select the information line for the file.
- 2 Press ALT+D.
- 3 Press ENTER to confirm the cancellation.

### **To delete all your files from all print queues:**

- 1 Press ALT and then O.
- 2 Press X.
- 3 Press ENTER to confirm the cancellation.



Related Procedure



Mouse Procedure



## Keyboard: Printing to a File

### To print to a file:

- 1 Choose Control Panel from the Main Group window or enlarge the Control Panel icon.
- 2 Use the ARROW keys to select the Printers icon and press ENTER.
- 3 In the Installed Printers box, use the UP ARROW or DOWN ARROW key to select the name of the printer you eventually want to print the file to.
- 4 Press ALT+C.
- 5 Use the UP ARROW or DOWN ARROW key to select FILE as your port.
- 6 Press ALT+S and make sure your print options are set properly.
- 7 Return to the Control Panel window.
- 8 Press ALT+ESC until you return to your application.
- 9 Follow the instructions to finish printing your document to a file.



Related Procedures



Mouse Procedure

## **Procedures**


[Restoring a Window or Icon to Its Previous Size](#)

[Starting Applications](#)

## Keyboard: Quitting from Print Manager

### **To exit from the Print Manger window:**


- 1 Press ALT and then O.
- 2 Press X.

 Mouse Procedure

## Keyboard: Updating the Network Status Manually

### **To update the network queue status manually:**

- 1 Press ALT and then v.
- 2 Press u.

 Mouse Procedure

## Keyboard: Ignoring the Network Status

### **To have Print Manager ignore the status of a network queue:**

- 1 Press ALT and then O.
- 2 Press N.
- 3 Press the SPACEBAR to clear the Update Network Display check box.
- 4 Press ENTER.



Mouse Procedure

## Keyboard: Viewing the Entire Network Queue

### To view the entire queue for a network printer:

- 1 Use the UP ARROW or DOWN ARROW key to select the information line for the network printer.
- 2 Press ALT and then V.
- 3 Press s.
- 4 Press ENTER when you're finished.



Related Procedure



Mouse Procedure

## Keyboard: Viewing Other Network Queues

**To view the print queue for a printer you are not connected to:**

- 1 Press ALT and then v.
- 2 Press o.
- 3 Type the pathname of the network queue in the Network Queue box.
- 4 Press ALT+V.
- 5 Type the name of another queue that you want to view.

Or press ESC when you're finished.



Related Procedures



Mouse Procedure

## **Procedures**

[Connecting to Network Printers](#)


[Viewing the Entire Network Queue](#)




## Keyboard: Bypassing Print Manager

### **To bypass Print Manager:**

- 1 Open the Print Manager window.
- 2 Press ALT and then O.
- 3 Press N.
- 4 Press ALT+P.
- 5 Press the SPACEBAR to select the Print Net Jobs Direct option.
- 6 Press ENTER.

 Related Procedure

 Mouse Procedure



## Print Manager Keys



### **To move**

---

A selected file up in a local print queue  
A selected file down in a local print queue

### **Press**

---

CTRL+UP ARROW  
CTRL+DOWN ARROW



**Print Manager**

Handles print requests for your printer. Whenever you print a document from a Windows application, the application passes all the printer and font information about the file to Print Manager. Print Manager handles the request in the background while you continue working.

### 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.



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

- ▶ Drag the title bar to move the window.

**Minimize button**



- ▶ Click the Minimize button to shrink the Print Manager window to an icon.



**Maximize button**



- ▶ Click the Maximize button to enlarge the Print Manager window to its maximum size.

## Options menu

### Options

|                                  |   |
|----------------------------------|---|
| <b><u>L</u>ow Priority</b>       | Gives low priority to printing.                             |
| <b><u>M</u>edium Priority</b>    | Gives medium priority to printing.                          |
| <b><u>H</u>igh Priority</b>      | Gives high priority to printing.                            |
| <b><u>A</u>lert Always</b>       | Alerts you by displaying a Print Manager message.           |
| <b><u>F</u>lash if Inactive</b>  | Alerts you with sound and flashing icon or title bar.       |
| <b><u>I</u>gnore if Inactive</b> | Ignores messages if Print Manager is inactive or minimized. |
| <b><u>N</u>etwork...</b>         | Controls Print Manager interaction with a network printer.  |
| <b><u>E</u>xit</b>               | Exits the Print Manager window.                             |

## View menu

### View

|                                       |   |
|---------------------------------------|---|
| <u>T</u> ime/Date Sent                | Turns on/off the file time/date information.                  |
| <u>P</u> rint File Size               | Turns on/off file size information.                           |
| <u>U</u> ppdate Net Queues            | Updates the status of the network queue.                      |
| <u>S</u> electe <u>d</u> Net Queue... | Shows the entire queue for a selected network printer.        |
| <u>O</u> ther Net Queue...            | Displays queue for a network printer you're not connected to. |

## Help menu

### **Help**

**Index**

Displays an alphabetical list of all Help topics.

**Keyboard**

Displays Help on Print Manager key combinations.

**Commands**

Displays Help on Print Manager commands.

**Procedures**

Displays Help on Print Manager procedures.

**Using Help**

Displays information about Windows help.

**About Print Manager...**

Displays important information about Print Manager.

**menu bar**

**Options View Help**

Contains the names of all the Print Manager menus.

- ▶ Click a menu name to display commands.

**Pause button**

Interrupts printing. Your ability to interrupt a network queue depends on the specific features the network supports.

- ▶ Click the Pause button to interrupt printing temporarily.

**Resume button**



Resumes printing.

- ▶ Click the Resume button to continue printing.

**Delete button**

Deletes a file from the print queue. You may not be able to delete a file from a network print queue if your network software does not support this feature.

- ▶ Click the Delete button to remove a file from the print queue.



**message box**

The printer LaserJet on LPT1 (local) is printing


Shows you details about the active printer including the name of the printer, its location (local or network), its port, and its printing status.

**local printer information line**

PCL/HP LaserJet on LPT1 [Printing]

Displays details about a local printer: the name of the printer, its port, and its current status.

**local file information line**

 Write - MEMO.WRI

25% of 12K 4:45 PM 9-29-1989


Displays details about the documents in a local print queue.

- ▶ Select a file information line to perform some operation on it, such as pause printing, resume printing, or cancel the print job.


**network printer information line**      PostScript Printer on \\PRT31042\APL03011 [Active]

Displays details about a network printer: the name of the printer, its network location, and its current status.

**network file information line**

 Paintbrush - ARTWORK.BMP 100K 4:47 PM 9-29-1989

Displays details about the documents in a network print queue.


 Select a file information line to perform some operation on it, such as pause printing, resume printing, or cancel the print job.

**application window**

The main window for an application, in this case the Print Manager window. The Print Manager application window lets you view important information about printer activity and lets you control items in the queue.

**window border** 

The outside edge of a window.

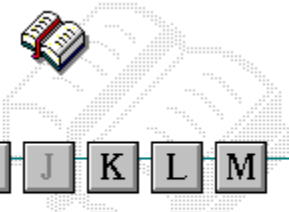
 Drag the window border to change the size of the window.





# Windows Glossary

Click a button or term.



- A
- B
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- I
- J
- K
- L
- M
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- 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](#)

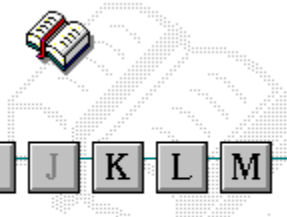
[arrow keys](#)

[associate](#)

[AUTOEXEC.BAT](#)

## Windows Glossary

Click a button or term.



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[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.



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[Control menu](#)

[Control-menu box](#)

[conventional memory](#)

[cutout](#)

# Windows Glossary

Click a button or term.



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[Directory Tree](#)

[Directory Tree window](#)

[directory window](#)

[disk-drive icon](#)

[display box](#)

[document](#)

[document file](#)

[document window](#)

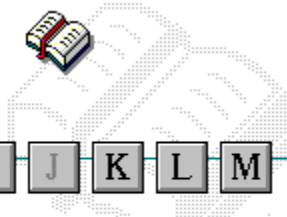
[DOS](#)

[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

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E

[error-checking](#)

[expand](#)

[expanded memory](#)

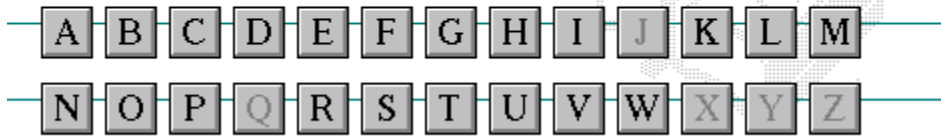
[extended memory](#)

[extended synthesizer](#)

[extension](#)

## Windows Glossary

Click a button or term.



F

[file](#)

[file information line](#)

[flow control](#)

[font](#)

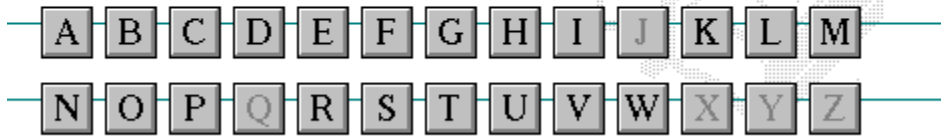
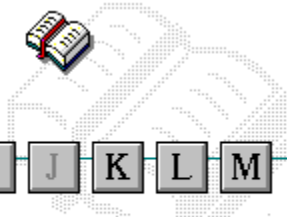
[font size](#)

[format](#)

[full-screen application](#)

## Windows Glossary

Click a button or term.



### G

General MIDI Mode standard

group

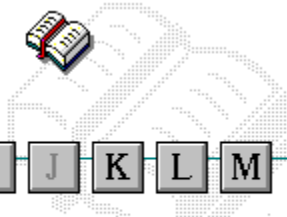
group icon

group window



## Windows Glossary

Click a button or term.



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

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H

[History button](#)

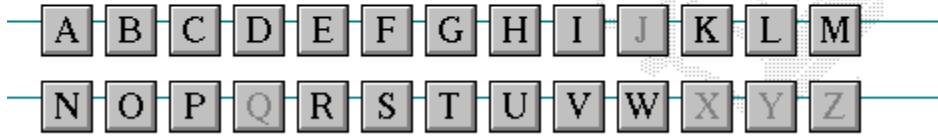
[hotspot](#)

[hue](#)

[HyperGuide button bar](#)

## Windows Glossary

Click a button or term.



I

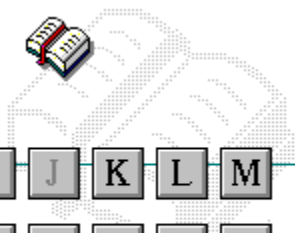
[icon](#)

[insertion point](#)

[International MIDI Association](#)

## Windows Glossary

Click a button or term.



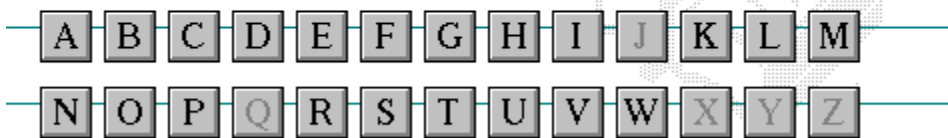
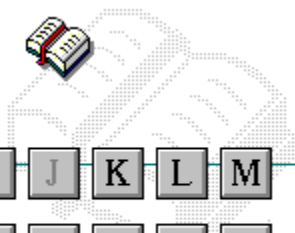
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L | M |
| N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

J

No defined terms.

## Windows Glossary

Click a button or term.



### K

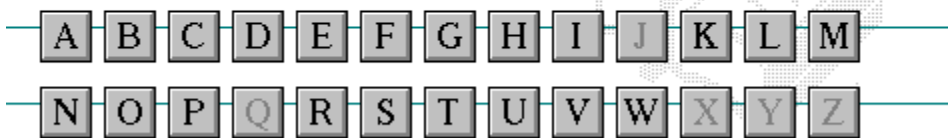
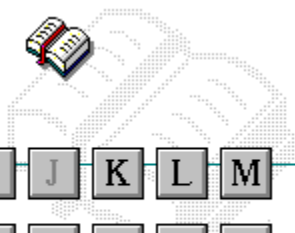
[keymaps](#)

[keyword](#)

[kilobyte](#)

## Windows Glossary

Click a button or term.

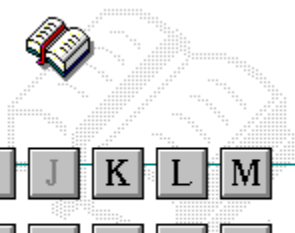


### L

- [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](#)

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### M

[maximize](#)

[Maximize button](#)

[Media Control Interface](#)

[memory](#)

[menu](#)

[menu bar](#)

[menu command](#)

[menu name](#)

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[MIDI](#)

[MIDI file](#)

[MIDI Mapper](#)

[MIDI sequencer](#)

[MIDI Manufacturer's Association \(MMA\)](#)

[minimize](#)

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## 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](#)

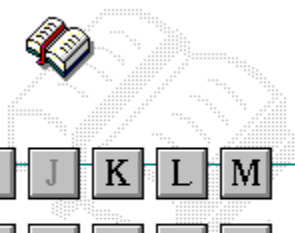
[network queue](#)

[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

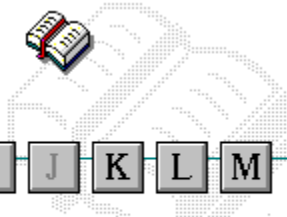
[open](#)

[option button](#)



# Windows Glossary

Click a button or term.



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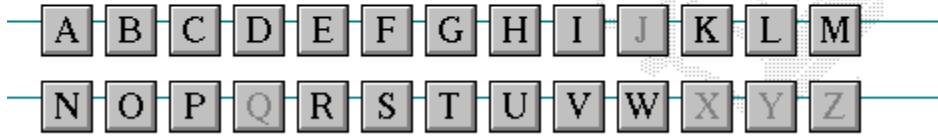
[N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

## P

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## Windows Glossary

Click a button or term.

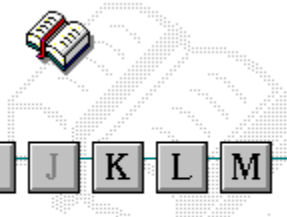


Q

No defined terms.

## Windows Glossary

Click a button or term.



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

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

### R

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# Windows Glossary

Click a button or term.



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## S

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[screen font](#)

[screen saver](#)

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[simple device](#)

[solid color](#)

[source directory](#)

[spin box](#)

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## Windows Glossary

Click a button or term.



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

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T

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[title](#)

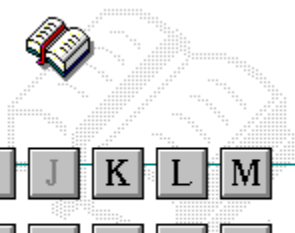
[title bar](#)

[topic](#)

[track](#)

## Windows Glossary

Click a button or term.



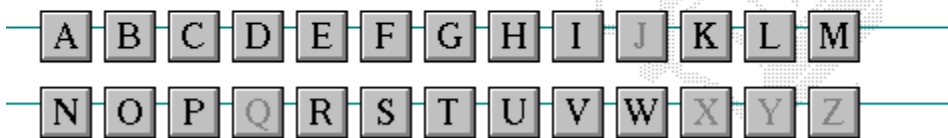
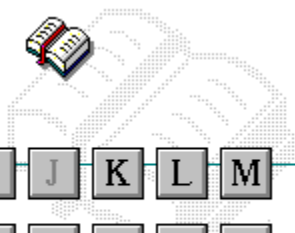
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L | M |
| N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

U

Up button

## Windows Glossary

Click a button or term.



### V

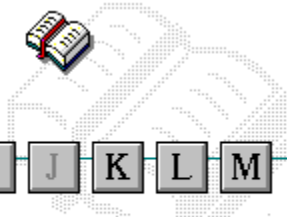
[vector font](#)

[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

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[WAVE format](#)

[wildcard characters](#)

[window](#)

[window border](#)

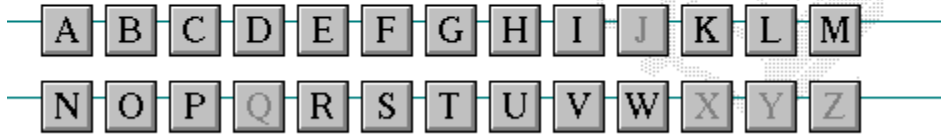
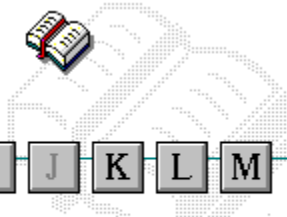
[Windows application](#)

[wrap](#)



## Windows Glossary

Click a button or term.



X

No defined terms.

## Windows Glossary

Click a button or term.



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

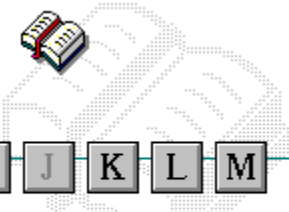
N O P Q R S T U V W X Y Z

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**



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

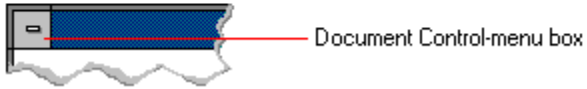


The menu in the upper-left corner of a window. The Control menu appears on every application that runs in a window and on some non-Windows applications. Document windows, icons, and some dialog boxes also have Control menus.

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.

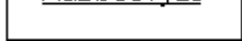
**disk-drive icon**



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.

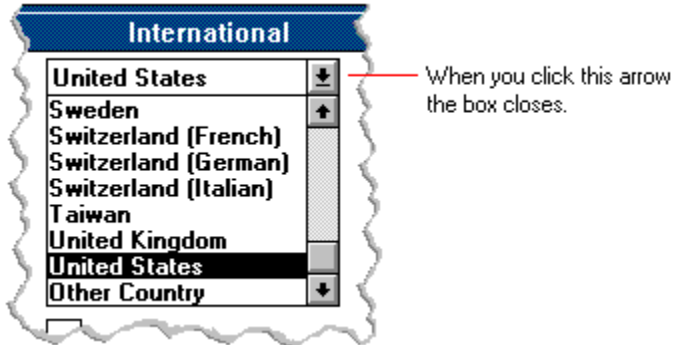
### drop-down list box

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.

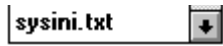


**keyword**

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**

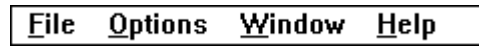
The space in a computer where information is stored while you are working with it. Most PCs have a small amount of read-only memory (ROM), containing the built-in programs that start the operation of the computer when it is turned on, and a large amount of random-access memory (RAM) for users' programs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



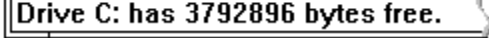
**spin box**



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.





