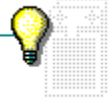




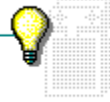
Solitaire Concepts




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


-  [How Do You Play Solitaire?](#)
-  [Using Solitaire](#)

Solitaire Concepts



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

 How Do You Play Solitaire?

 Using Solitaire

[Solitaire and the Mouse](#)

[Optional Features of Solitaire](#)

How do You Play Solitaire?

Windows Solitaire follows the same rules as the card game Solitaire. With Windows, the computer deals for you, and you use a mouse to flip cards and move them from one stack to another. If you already know the game, learning to play the Windows version will take no time.

If you are unfamiliar with Solitaire, here's how it works with Windows. The computer deals seven stacks of cards. All except the top card on each stack are dealt face down. The undealt cards also appear face down at the top of the stacks, like this:



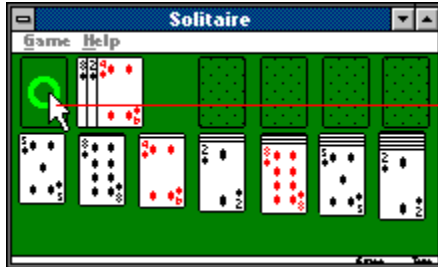
The object of the game is to move all the cards onto four Ace stacks in sequence from low to high according to suit, where an Ace is low and a King is high. To do this, you must uncover the face-down cards. To uncover a face-down card, you make legal moves with the face-up cards. These are the legal moves:

- Flip cards from the undealt stack.
- Move a face-up card onto another face-up card. The card you move must be the next lowest in sequence to (five moves onto six) and the opposite color of the card you move it onto (black moves onto red).
- Move a whole sequence of cards from one stack onto another as long as they continue the sequence.
- Fill empty spaces on the seven stacks with Kings first.
- Move cards onto the Ace stacks following suit from Ace to King.

Solitaire and the Mouse

Dealing the Cards

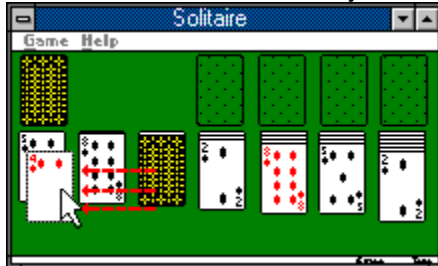
To deal the cards, just click the top of the deck. When you get to the end of the deck, click the circle to the left of the dealt cards:



Click the circle to deal again.

Moving Cards

To move a card in Solitaire, just drag the card where you want it and let go of the mouse button:



Besides dragging, you can move a card to one of the four suit stacks by double-clicking on the card.



Related Procedures

Procedures


[Playing the Game](#)

[Rules of the Game](#)

Optional Features

Solitaire offers the following optional features:

- You can change what the backs of the cards look like.
- You can draw one card or three cards at a time.
- You can time your game.
- You can keep score.
- You can turn on a status bar that indicates the purpose of a command you're choosing, keeps track of how much time has transpired in a game, and shows what the score is.

 Related Topics

Commands

[Deck Command](#)

[Options Command](#)

Procedure

[Scoring](#)

Solitaire Commands

Click a menu name or command.



Game

Solitaire Commands

Click a menu name or command.




Game
<u>D</u> eal
<u>U</u> ndo
<u>D</u> eck...
<u>O</u> ptions...
<u>E</u> xit

Deal Command



Deals a new game of Solitaire.

You can start a new game at any time, even if you are not finished with the current game.

 Related Procedure

Undo Command



Undoes your last action.

You can undo two actions: moving a card from one stack to another or drawing a card from the deck.



Related Procedure

Deck Command



Lets you change the design on the back of the deck.

To change the card design, choose one of the cards shown in the Deck dialog box. Then choose OK.

Options Command



Offers game options for Solitaire.

Draw options let you specify how many cards to turn over in the deck. The Draw One option turns over the top card. The Draw Three option turns over every third card.

Scoring options include Standard and Vegas. You can also turn scoring off.

Display options include:

- | | |
|------------------|---|
| Timed game | Tells Solitaire to keep track of the time elapsed during a game. |
| Status bar | Lets you display the command <u>status bar</u> at the bottom of the Solitaire window |
| Keep score | When using Vegas scoring, checking this option causes Solitaire to keep a running total of your score from game to game. |
| Outline dragging | With Outline Dragging on, Solitaire shows an outline of the card being moved and changes the color of the space or card you are moving to if the move is valid. |

 Related Procedure

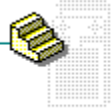
Exit Command



Exits Solitaire and closes the Solitaire window.

Solitaire Procedures

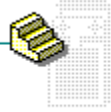
Click a folder or topic title.



 Topics

Solitaire Procedures

Click a folder or topic title.



Topics

[Playing the Game](#)

[Rules of the Game](#)

[Scoring](#)

Playing the Game

The object of Solitaire is to use all the cards in the deck to build up the four suit stacks from Ace to King.

Playing Solitaire involves:

Moving a Card

- ▶ Drag the card where you want to move it and release the mouse button.
Or, to move more than one card on a stack, drag the highest card you want to move and release the mouse button where you want the cards to rest.
You can also move a card from a row stack up to a suit stack by double-clicking the card.

Canceling Your Last Move

- ▶ Choose Undo from the Edit menu.
You can undo the last card moved or the last card drawn from the deck.

Turning Over a Card in a Stack or in the Deck

- ▶ Click the face-down card.
Solitaire turns over one or three cards in a deck, depending on whether you choose the Draw One or Draw Three option before the game is dealt.



Turning Over the Deck

- ▶ Click to the left of the deck to turn it over, and continue drawing cards.
If you are using Standard scoring, you lose 20 points for each pass through the deck after three passes (Draw Three option), or 100 points for each pass through the deck after one pass (Draw One option).

Pausing a Game

- ▶ Click the Minimize button.
Timing stops when the game is paused.
To resume the game, double-click the Solitaire icon.

Starting a New Game

- ▶ Choose Deal from the Game menu.
-  Related Procedure
-  Keyboard Procedure

Rules of the Game

Solitaire Rules:

- 1 Solitaire has three game areas:
 - The deck in the upper-left corner of the playing area.
 - Four suit stacks in the upper-right corner of the playing area, which start out empty.
 - Seven row stacks below the deck and suit stacks. The number of cards in each row stack increases from one to seven from left to right. The top card of each row stack is face-up; the rest are face-down.
- 2 You draw cards from the deck and use them to build up your stacks. Solitaire shows either the first or third card in the deck, depending on which Draw option you select.
- 3 When you get to the end of the deck, you can turn the deck over and continue to draw cards.
- 4 You can move a card from the deck to a suit stack or to a row stack.
- 5 You build up row stacks in descending order, alternating between red and black cards (light and dark if you have a black-and-white monitor).
- 6 You can move a card in a row stack to another row stack or to a suit stack.
- 7 If you uncover a face-down card in a row stack, you can turn the card face-up.
- 8 You can only move a King to an empty row stack.
- 9 You build up suit stacks in ascending order, starting with the Ace.
- 10 You can only move an Ace to an empty suit stack.
- 11 Normally, you win the game when you have used all the cards in the deck to build up all four suit stacks from Ace to King. See [Scoring](#) if you are keeping score.



Related Procedure

Scoring

Solitaire has two scoring systems--Standard and Vegas. You choose the system you want from the Game Options dialog box. You can also turn scoring off. Changing the scoring option in the middle of a game ends that game and deals a new one.


In Standard scoring, you earn points based on time and the moves you make. A bonus is awarded when you complete a timed game--the shorter the game, the larger the bonus. You can turn timing off.

Standard scoring awards the following points:

- 10 points for each card moved to the suit stacks.
- 5 points for each card moved from the deck to the row stacks.
- -15 points for each card moved from the suit stacks to the row stacks.
- -20 points for each pass through the deck after three passes (Draw Three).
- -100 points for each pass through the deck after one pass (Draw One).

In Vegas scoring, your ante is 52 dollars to begin playing the game. The object is to earn more than you have wagered. If you chose to draw one card at a time, you can make one pass through the deck. If you chose to draw three cards at a time, you can make three passes through the deck. There is no time penalty or bonus awarded with Vegas scoring. If you select the Keep Score option using the Options command, you can keep a running total of your score from game to game.

Vegas scoring awards the following money:

- 5 dollars for each card moved to the suit stacks.
-  Related Procedure

status bar

A line of information located at the bottom of a window. The Solitaire status bar displays your current score and the time elapsed if you have selected those options.

Solitaire Keys



To

Move among the deck, suit stacks, and playing row of stacks. TAB selects a stack only if that stack is applicable to the next move.

Move to the next stack location.

Move from card to card within the stack.

Pick up and releases a card or group of cards. ENTER or the SPACEBAR also turns over a new card in the deck or a stack, and turns over the deck itself.



Related Procedure

Press

TAB

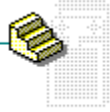
LEFT & RIGHT
ARROWS


UP & DOWN ARROWS

ENTER OR SPACEBAR

Solitaire Keyboard Procedures

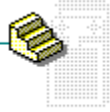
Click a folder or topic title.



 Topics

Solitaire Keyboard Procedures

Click a folder or topic title.



Topics

[Playing the Game](#)

[Rules of the Game](#)

[Scoring](#)

Keyboard: Playing the Game

To move a card:

- 1 Use the LEFT ARROW OR RIGHT ARROW key to select the card, and press ENTER or the SPACEBAR.
Or, to move more than one card on a stack, use the LEFT ARROW OR RIGHT ARROW to move to the stack and use the UP ARROW to select the highest card you want to move. Then press ENTER or the SPACEBAR.
- 2 Use the LEFT ARROW or RIGHT ARROW to move the card(s) and then press ENTER or the SPACEBAR.

To cancel your last move:

- 1 Press ALT and then G.
- 2 Press U.

To turn over a card:

- ▶ Use the LEFT ARROW or RIGHT ARROW key to select the stack or deck, and press ENTER or the SPACEBAR.

To turn over the desk:



- ▶ Use the LEFT ARROW or RIGHT ARROW key to select the space to the left of the deck, and press ENTER or the SPACEBAR.

To pause a game:

- 1 Press ALT and then TAB.
- 2 Press N.





To start a new game:

- 1 Press ALT and then G.
- 2 Press D.

-  Related Procedure
-  Mouse Procedure

Rules of the Game

Solitaire Rules:






- 1 Solitaire has three game areas:
 -  The deck in the upper-left corner of the playing area.
 -  Four suit stacks in the upper-right corner of the playing area, which start out empty.
 -  Seven row stacks below the deck and suit stacks. The number of cards in each row stack increases from one to seven from left to right. The top card of each row stack is face-up; the rest are face-down.
 - 2 You draw cards from the deck and use them to build up your stacks. Solitaire shows either the first or third card in the deck, depending on which Draw option you select.
 - 3 When you get to the end of the deck, you can turn the deck over and continue to draw cards.
 - 4 You can move a card from the deck to a suit stack or to a row stack.
 - 5 You build up row stacks in descending order, alternating between red and black cards (light and dark if you have a black-and-white monitor).
 - 6 You can move a card in a row stack to another row stack or to a suit stack.
 - 7 If you uncover a face-down card in a row stack, you can turn the card face-up.
 - 8 You can only move a King to an empty row stack.
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 - 10 You can only move an Ace to an empty suit stack.
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-  Related Procedure

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-  -15 points for each card moved from the suit stacks to the row stacks.
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Vegas scoring awards the following money:

-  5 dollars for each card moved to the suit stacks.
-  Related Procedure

Solitaire

A computer version of the card game Solitaire. With Windows, the computer deals for you, and you use a mouse to flip cards and move them from one stack to another.

application Control-menu



R estore
M ove
S ize
M inimize
M aximize
C lose
S witch To...

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

title bar



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



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

Minimize button



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

Maximize button



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

Game menu

Game

<u>D</u> eal	Deals a new game of Solitaire.
<u>U</u> ndo	Undoes your last action.
<u>D</u> eck...	Lets you change the design on the back of the deck.
<u>O</u> ptions...	Offers game options for Solitaire.
<u>E</u> xit	Exits Solitaire and closes the Solitaire window.

Help menu

Help

Index

Displays an alphabetical list of all Help topics.

Keyboard

Displays Help on Solitaire key combinations.

Commands

Displays Help on Solitaire commands.

Procedures

Displays Help on Solitaire procedures.

Using Help

Displays information about Windows Help.

About Solitaire ...

Displays important information about Solitaire.

menu bar

Game Help

Contains the names of all the Solitaire menus.

- Click a menu name to display the menu commands.

playing deck



Cards you haven't drawn yet. You can choose from twelve different designs for the backs of the cards.

- Move the pointer to the deck and click to draw the cards.

drawn cards



Cards you've drawn. You can specify whether you want to draw cards one or three at a time.

- Double click a card to place it on a suit stack or drag it to place it on a row stack.

suit stack



The place where you build up cards of the same suit. You build up cards in ascending order, starting with the Ace. You can use cards from the row stacks or cards from the deck.

- Double-click a card to place it on a suit stack.

empty suit stack



Place where you build up cards of the same suit. You build up cards in ascending order, starting with the Ace. You can use cards from the row stacks or cards from the deck.

- Double-click a card to place it on a suit stack.

row stacks

Cards you build up in descending order, alternating between red and black cards.

The number of cards in the seven row stacks increases from one to seven from left to right. The top card of each row stack is face-up; the rest are face-down. You use cards from the deck to build up the row stacks.

You can move a card in a row stack to another row stack or to a suit stack. If you uncover a face-down card in a row stack, you can turn the card face-up. You can move a King to an empty row stack.

- Double click a card to place it on a suit stack, drag it to place it on a row stack, and click it to turn it over.

status bar



Shows the score and time expired if you specified these options.

- Choose Options from the Game menu to set the status bar, scoring, and time options.

score **Score: 57**

Shows the points tallied as you play the game. Scoring options include Standard, Vegas, and None.

In Standard scoring, you earn points based on time and the moves you make. A bonus is awarded when you complete a timed game--the shorter the game, the larger the bonus.

In Vegas scoring, your ante is 52 dollars to begin playing the game. The object is to earn more than you have wagered.

- Choose Options from the Game menu to specify the scoring option you want.

time **Time: 241**

Shows the time expired in a game. Although you can keep time in a game no matter what scoring option you choose, the Standard option is the only scoring option that uses time. For example, a bonus is awarded when you complete a timed game--the shorter the game, the larger the bonus.

- Choose Options from the Game menu to specify the time and scoring options you want.

application window

The main window for an application, in this case the Solitaire window. It contains the application's menu bar and main workspace--the area that contains the playing cards. You cannot change the background color in the Solitaire application window.

window border

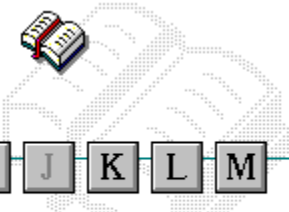


The outside edge of a window.

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

Windows Glossary

Click a button or term.



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

Windows Glossary

Click a button or term.



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

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

A

[386 enhanced mode](#)

[active](#)

[active printer](#)

[animation](#)

[application](#)

[application icon](#)

[application window](#)

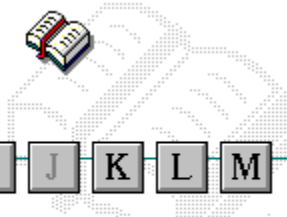
[arrow keys](#)

[associate](#)

[AUTOEXEC.BAT](#)

Windows Glossary

Click a button or term.



[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)

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

B

[<< button](#)

[>> button](#)

[Back button](#)

[base-level synthesizer](#)

[batch file](#)

[baud rate](#)

[bitmap](#)

[branch](#)

[browse](#)

[byte](#)

Windows Glossary

Click a button or term.



[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)

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

C

[cascading menu](#)

[CD-ROM](#)

[channel](#)

[check box](#)

[choose](#)

[Clipboard](#)

[close](#)

[collapse](#)

[command](#)

[command button](#)

[command line](#)

[complementary color](#)

[compound device](#)

[CONFIG.SYS](#)

[Contents button](#)

[Control menu](#)

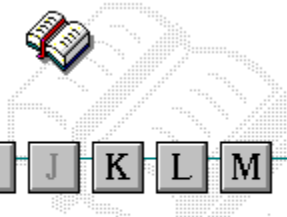
[Control-menu box](#)

[conventional memory](#)

[cutout](#)

Windows Glossary

Click a button or term.



[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)

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

D

[data bits](#)

[default button](#)

[default printer](#)

[desktop](#)

[desktop pattern](#)

[destination directory](#)

[device contention](#)

[device driver](#)

[dialog box](#)

[directory path](#)

[Directory Tree](#)

[Directory Tree window](#)

[directory window](#)

[disk-drive icon](#)

[display box](#)

[document](#)

[document file](#)

[document window](#)

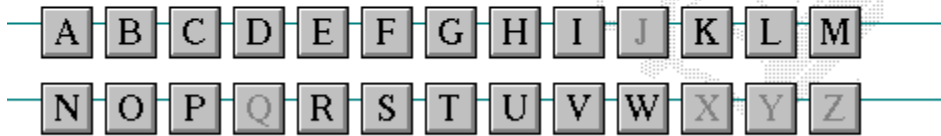
[DOS](#)

[drag](#)

[drop-down list box](#)

Windows Glossary

Click a button or term.



E

[error-checking](#)

[expand](#)

[expanded memory](#)

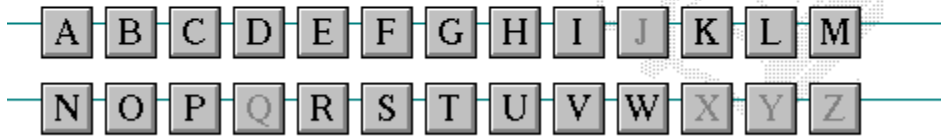
[extended memory](#)

[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.



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

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

G

General MIDI Mode standard

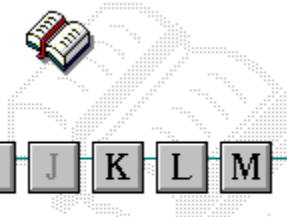
group

group icon

group window

Windows Glossary

Click a button or term.



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

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

H

[History button](#)

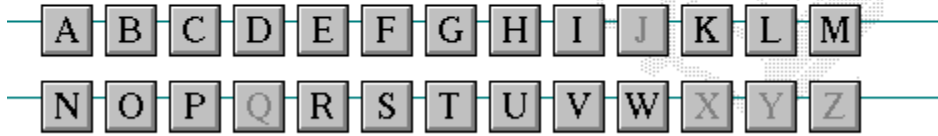
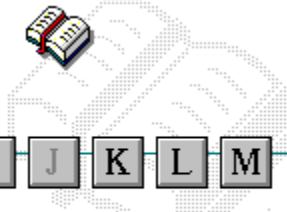
[hotspot](#)

[hue](#)

[HyperGuide button bar](#)

Windows Glossary

Click a button or term.



I

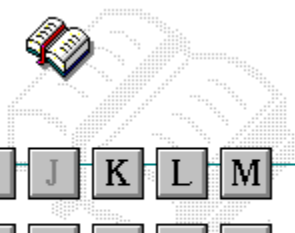
[icon](#)

[insertion point](#)

[International MIDI Association](#)

Windows Glossary

Click a button or term.



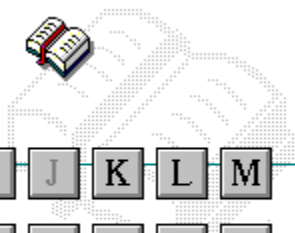
A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

J

No defined terms.

Windows Glossary

Click a button or term.



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

K

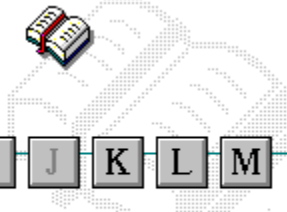
[keymaps](#)

[keyword](#)

[kilobyte](#)

Windows Glossary

Click a button or term.



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

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

L

[list box](#)

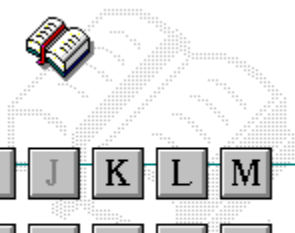
[local printer](#)

[local queue](#)

[luminosity](#)

Windows Glossary

Click a button or term.



[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)

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

M

[maximize](#)

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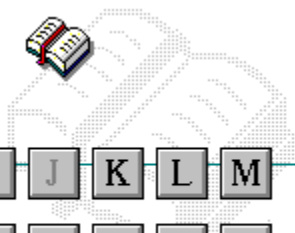
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Windows Glossary

Click a button or term.



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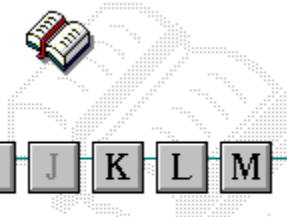
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Windows Glossary

Click a button or term.



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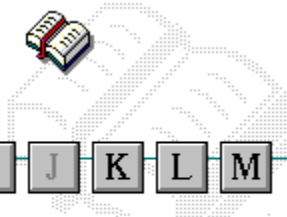
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Windows Glossary

Click a button or term.



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

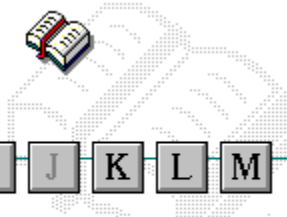
N O P Q R S T U V W X Y Z

Q

No defined terms.

Windows Glossary

Click a button or term.



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R

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Windows Glossary

Click a button or term.



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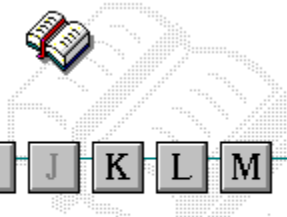
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Click a button or term.



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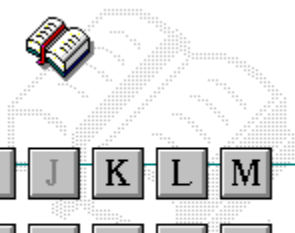
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[topic](#)

[track](#)

Windows Glossary

Click a button or term.



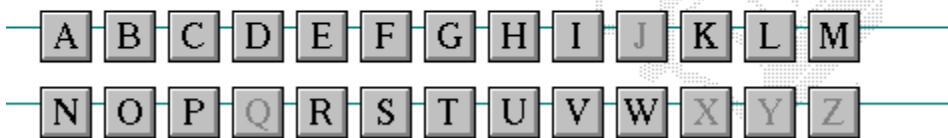
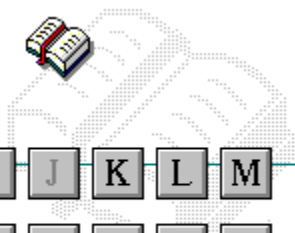
A	B	C	D	E	F	G	H	I	J	K	L	M
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U

Up button

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Click a button or term.



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Windows Glossary

Click a button or term.



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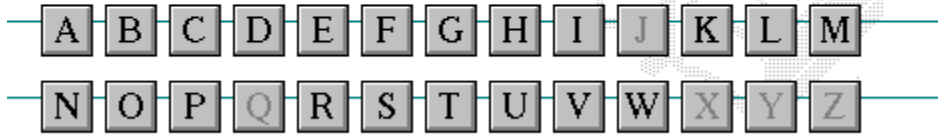
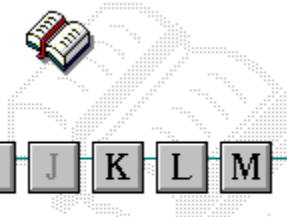
[window border](#)

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Windows Glossary

Click a button or term.

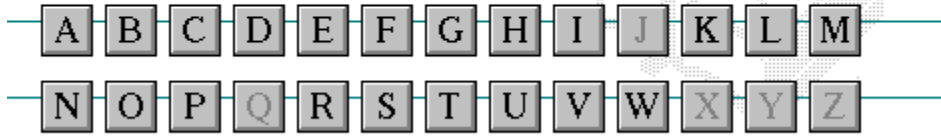
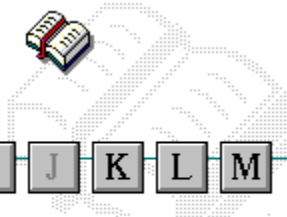


X

No defined terms.

Windows Glossary

Click a button or term.

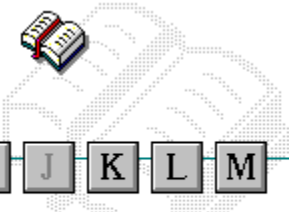


Y

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

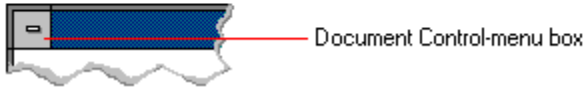


The menu in the upper-left corner of a window. The Control menu appears on every application that runs in a window and on some non-Windows applications. Document windows, icons, and some dialog boxes also have Control menus.

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



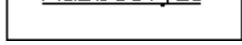
A File Manager window that lists the contents of a specific directory. The directory window shows all the files and subdirectories contained in the directory.

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.

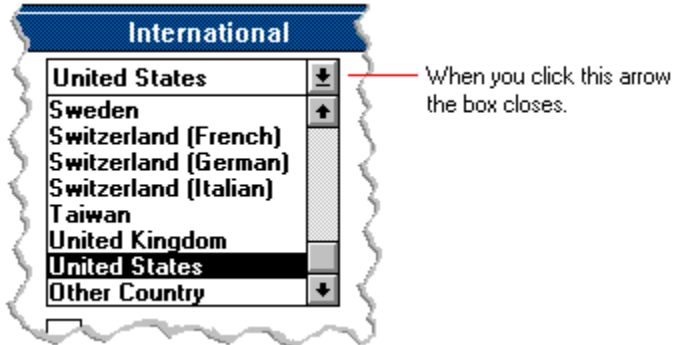
drop-down list box

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

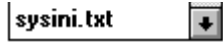
Percussion instruments are key-based--each note plays a different percussion instrument. Keymaps translate MIDI key values to ensure the proper percussion instruments are used to play MIDI files. All MIDI files for Windows are authored using standard key assignments based on the General MIDI Mode standard.

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

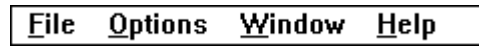
The space in a computer where information is stored while you are working with it. Most PCs have a small amount of read-only memory (ROM), containing the built-in programs that start the operation of the computer when it is turned on, and a large amount of random-access memory (RAM) for users' programs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

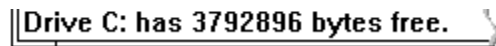
spin box



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 barA 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.

