

Sound Recorder Commands

Click a menu name or command.



File **Edit** **Effects**

Sound Recorder Commands

Click a menu name or command.



File	Edit	Effects
N ew		
O pen...		
S ave		
S ave A s...		
R evert...		
E xit		

Sound Recorder Commands

Click a menu name or command.



File	Edit	Effects
	I nsert File...	
	M ix with File...	
	D el e te B efore Current Position	
	D el e te A fter Current Position	

Sound Recorder Commands

Click a menu name or command.



File	Edit	Effects	
			I ncrease Volume (by 25%) D ecrease Volume
			I ncrease Speed (by 100%) D ecrease Speed
			A dd Echo R everse

New Command



Creates a new sound file.

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

Related Procedure

Open Command



Opens an existing sound file.

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


Related Procedure

Save Command



Saves changes to the current sound file.

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

 Related Procedure

Save As Command



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

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

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

 Related Procedure

Revert Command



Reverts a sound file to its last saved state.

After you save a sound file, you can't undo any of the changes you've made to it.

 Related Procedure

Exit Command



Exits Sound Recorder and closes the Sound Recorder window.

When you choose the Exit command, Sound Recorder stops playing.

Insert File Command



Inserts another sound file into the current sound file at the current playing position.

Inserting a file increases the length of the current sound file. The total length of the new sound file must not exceed 60 seconds.

Related Procedure

Mix with File Command



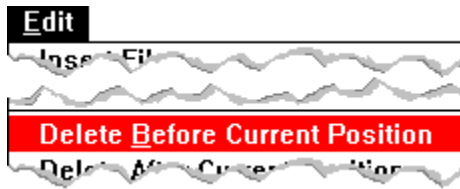
Mixes another sound file with the current sound file.

Both sound files will blend together and play simultaneously.

Mixing a file might increase the length of the current sound file. The total length of the new sound file must not exceed 60 seconds.


 Related Procedure

Delete Before Current Position Command

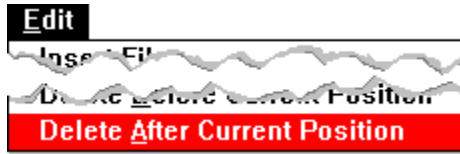


Deletes the portion of the sound file before the current playing position.

Until you save the file, you can undo a deletion with the [Revert command](#).

 Related Procedure

Delete After Current Position Command



Deletes the portion of the sound file after the current playing position.

Until you save the file, you can undo a deletion with the [Revert command](#).


 Related Procedure

Increase Volume Command



Increases the volume of a sound file by 25 percent.

You can return the file to its original volume by choosing the [Decrease Volume command](#).

 Related Procedure

Decrease Volume Command



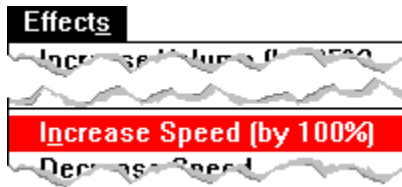
Decreases the volume of a sound file.

You can return the file to its original volume by choosing the [Increase Volume command](#).



Related Procedure

Increase Speed Command

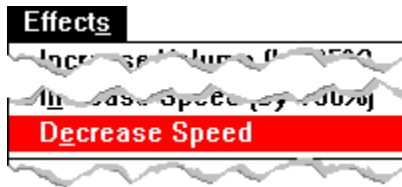


Speeds up a sound file by 100 percent.

You can return the file to its original speed by choosing the [Decrease Speed command](#).


Related Procedure

Decrease Speed Command

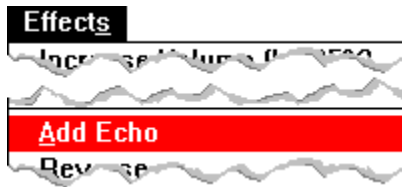


Slows down a sound file by 50 percent.

You can return the file to its original speed by choosing the [Increase Speed command](#).


 Related Procedure

Add Echo Command

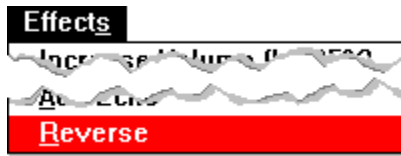


Adds an echo to a sound file.

Until you save the file, you can undo an echo with the [Revert command](#).


 Related Procedure

Reverse Command



Reverses the sound file so that the sound plays backwards.



If you choose the command again, the file will play normally.

 Related Procedure

Sound Recorder Concepts



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

-  [What Is Sound Recorder?](#)
-  [Using Sound Recorder](#)

Sound Recorder Concepts



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

 What Is Sound Recorder?

 Using Sound Recorder

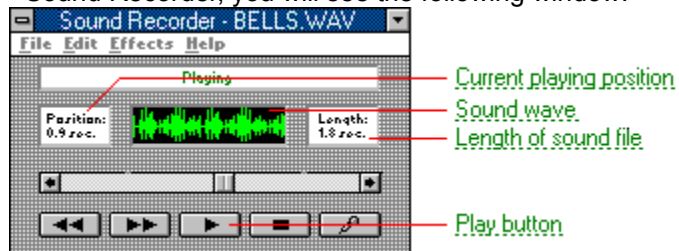
[Playback](#)

[Sound Editing](#)

[Sound Recording](#)

What Is Sound Recorder?

Sound Recorder lets you play, record, and edit sound files in the WAVE format. If you open a file in Sound Recorder, you will see the following window:



To play a file, click the Play button. As the sound plays, the Wave box graphically displays the sound as if it were being shown on an oscilloscope.

Before Sound Recorder can play, edit, or record a file, you must have the sound hardware installed, and the driver installed and configured.

Related Procedure

current playing position

Shows how many seconds the sound has played.

sound wave

Graphical display of the sound.

length of sound file

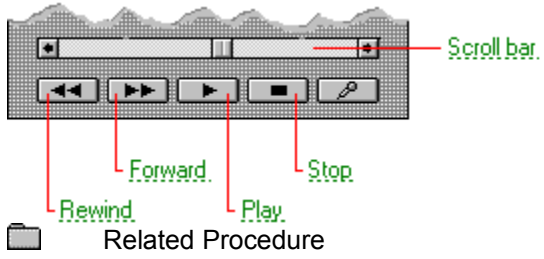
Indicates how long the sound will play.

Play button

Starts playing a sound.

Playback

You can control sound playback with the following:



scroll bar

Used to change the playing position of a sound. You can drag the scroll box, click the scroll bar, or click the scroll arrow. The scroll box, bar, and arrows work whether the sound is stopped or playing.

Rewind button

Button for returning to the beginning of a sound.

Forward button

Button for moving to the end of a sound.

Play button

Starts playing a sound.


Stop button

Stops playing a sound.

Sound Editing

Sound Recorder offers many ways to change a sound file. You can delete portions of the sound and insert sounds. You can also blend in sounds.

You can create sound effects by:

- Changing the playing speed.
 - Changing the volume.
 - Adding an echo.
 - Reversing the sound.
-  Related Procedures

Procedures

[Adding an Echo to a Sound](#)

[Deleting Part of a Sound File](#)

[Inserting a Sound File](#)

[Making a Sound Quieter or Louder](#)

[Mixing In a Sound File](#)

[Reversing a Sound](#)

[Slowing Down or Speeding Up a Sound](#)

Sound Recording

You can record a new sound file from scratch or record sounds in an existing file. Before you can record, however, you must have a microphone connected to your computer.



Stop

Record

The sound you record must not be longer than 60 seconds.



Related Procedure

Stop button

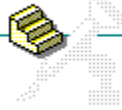
Stops recording a sound.




Record button

Starts recording a sound.

Sound Recorder Procedures

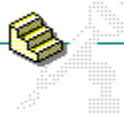
Click a folder or topic title.



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-  [Editing Sound Files](#)
-  [Creating Sound Effects](#)

Sound Recorder Procedures

Click a folder or topic title.



Working with Sound Files

[Opening a Sound File](#)

[Playing a Sound File](#)

[Creating a Sound File](#)

[Recording a Sound File](#)

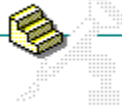
[Saving a Sound File](#)


Editing Sound Files


Creating Sound Effects

Sound Recorder Procedures

Click a folder or topic title.



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[Deleting Part of a Sound File](#)

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Click a folder or topic title.



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Opening a Sound File

You open sound files to play or edit them.

To open a sound file:

- 1 Choose Open from the File menu.
- 2 If the file is in the current directory, double-click the name of the file in the File Name box. 

If the file is not in the current directory, double-click the directory you want in the Directories box or select the drive you want in the Drives box. Then double-click the name of the file in the File Name box. 



Related Procedure



Keyboard Procedure

hint

The current directory is shown above the Directories box.

hint

Instead of using the File Name, Directories, and Dives boxes to open a file, you can type the complete pathname in the File Name box and click OK.

Playing a Sound File

After opening a sound file, you can play it.

To start playing:

- ▶ Click the [Play button](#).
The status bar displays the word "Playing."

To stop playing:

- ▶ Click the [Stop button](#).
When playing is stopped, the status bar displays the word "Stopped."

To move to the end of a sound file:

- ▶ Click the [Forward button](#).

To move to the beginning of a sound file:

- ▶ Click the [Rewind button](#).



Related Procedure



Keyboard Procedure

Play button



Starts playing a sound.

Stop button



Stops playing a sound.

Forward button



Button for moving to the end of a sound.

Rewind button



Button for returning to the beginning of a sound.

Creating a New Sound File

To create a new sound file:

- 1 Choose New from the File menu.
- 2 Create the sound file.

You can create the sound file in three ways: recording sounds, inserting one sound file into another, and mixing one sound file with another. You can also combine all three methods.

- 3 [Save the File.](#)



Related Procedures



Keyboard Procedure

Procedures

[Inserting a Sound File](#)

[Mixing In a Sound File](#)

[Recording a Sound File](#)

Recording a Sound File

You record sound files through a microphone attached to your computer. See your computer manufacturer's documentation for details on configuring the microphone.

To record a new file:

- 1 Choose New from the File menu.
- 2 Click the Record button.
- 3 Speak or direct the sound into the microphone.
You can record up to one minute of sound.
- 4 When you finish, click the Stop button.

To record into an existing file:

- 1 [Open the file.](#)
- 2 Place the scroll box where you want to insert your recorded speech.
To do this, you can use the Play and Stop buttons.
Or, move the scroll box by dragging it, clicking the scroll arrow, or clicking the scroll bar. Clicking the scroll arrow moves the sound backward or forward .1 second. Clicking the scroll bar moves the sound backward or forward 1 second.
- 3 Click the Record button.
- 4 Speak into the microphone.
- 5 When you finish, click the Stop button.

You can record a file up to 60 seconds in length.



Related Procedure



Keyboard Procedure


Saving a Sound File

You can record a file up to 60 seconds in length.

To save changes to an existing file:

- ▶ Choose Save from the File menu.

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

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

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

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

- 3 Click OK. 

 Keyboard Procedure

hint

The current directory is shown above the Directories box.

hint

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

Deleting Part of a Sound File

You can cut the part of a sound file before or after the current playing position.

Until you save the file, you can undo a deletion with the [Revert command](#).

To delete before the current position:

- 1 [Open the sound file](#) that you want to edit.
- 2 Move the scroll box where you want to cut sound before the current playing position.
To do this, you can use the Play and Stop buttons.
Or, move the scroll box by dragging it, clicking the scroll arrow, or clicking the scroll bar. Clicking the scroll arrow moves the sound backward or forward .1 second. Clicking the scroll bar moves the sound backward or forward 1 second.
- 3 Choose the Delete Before Current Position command from the Edit menu.
- 4 Click Yes to confirm the deletion.

To delete after the current position:

- 1 [Open the sound file](#) that you want to edit.
- 2 Move the scroll box where you want to cut sound after the current playing position.
To do this, you can use the Play and Stop buttons.
Or, move the scroll box by dragging it, clicking the scroll arrow, or clicking the scroll bar. Clicking the scroll arrow moves the sound backward or forward .1 second. Clicking the scroll bar moves the sound backward or forward 1 second.
- 3 Choose the Delete After Current Position command from the Edit menu.
- 4 Click Yes to confirm the deletion.

 Keyboard Procedure

Inserting a Sound File

You can insert the contents of another sound file into the current sound file. However, the total length of the new sound file must not exceed 60 seconds.

To insert a sound file into an existing file:


- 1 Move the scroll box where you want to insert the sound file.

To do this, you can use the Play and Stop buttons.

Or, move the scroll box by dragging it, clicking the scroll arrow, or clicking the scroll bar. Clicking the scroll arrow moves the sound backward or forward .1 second. Clicking the scroll bar moves the sound backward or forward 1 second.

- 2 Choose the Insert File command from the Edit menu.

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

If the file is not in the current directory, double-click the directory you want in the Directories box or select the drive you want in the Drives box. Then double-click the name of the file in the File Name box. 



Related Procedure



Keyboard Procedure

Mixing In a Sound File

You can mix the contents of another sound file within the current sound file. Both sound files will blend together and play simultaneously. However, the total length of the new sound file must not exceed 60 seconds.

To mix in a sound file into an existing file:


- 1 Place the scroll box where you want to mix the sound file.

To do this, you can use the Play and Stop buttons.

Or, move the scroll box by dragging it, clicking the scroll arrow, or clicking the scroll bar. Clicking the scroll arrow moves the sound backward or forward .1 second. Clicking the scroll bar moves the sound backward or forward 1 second.

- 2 Choose the Mix with File command from the Edit menu.

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

If the file is not in the current directory, double-click the directory you want in the Directories box or select the drive you want in the Drives box. Then double-click the name of the file in the File Name box. 



Related Procedure



Keyboard Procedure

Restoring a Sound File

You can restore a file to its last saved state. However, after you save a sound file, you can't undo any of the changes you've made to the file.

To restore a sound file to its last saved state:

- 1 Choose Revert from the File menu.
- 2 Click Yes to confirm the restoration.



Keyboard Procedure

Making a Sound Quieter or Louder

To decrease the volume of a sound file:

- 1 [Open the sound file](#) whose volume you want to decrease.
- 2 Choose Decrease Volume from the Effects menu.

You can return the file to its normal volume by choosing the Increase Volume command.

To increase the volume of a sound file by 25 percent:

- 1 [Open the sound file](#) that you want to make louder.
- 2 Choose Increase Volume from the Effects menu.

You can return the file to its original volume by choosing the Decrease Volume command.



Keyboard Procedure

Slowing Down or Speeding Up a Sound

To decrease the speed of a sound file by 50 percent:

- 1 [Open the sound file](#) that you want to slow down.
- 2 Choose Decrease Speed from the Effects menu.

You can return the file to its original speed by choosing the Increase Speed command.

To increase the speed of a sound file by 100 percent:

- 1 [Open the sound file](#) that you want to speed up.
- 2 Choose Increase Speed from the Effects menu.

You can return the file to its original speed by choosing the Decrease Speed command.



Keyboard Procedure

Adding an Echo to a Sound

You can add an echo to a sound file. Until you save the file, you can undo the echo with the [Revert command](#).

To add an echo to a sound:

- 1 [Open the sound file](#) to which you want to add an echo.
- 2 Choose Add Echo from the Effects menu.




Keyboard Procedure

Reversing a Sound

You can reverse a sound file so that it plays backwards. You can return the file to playing in the normal direction by choosing the Reverse command again.

To reverse a sound file:

- 1 [Open the sound file](#) you want to play in reverse.
- 2 Choose Reverse from the Effects menu.

 Keyboard Procedure

Sound Recorder Keys






To	Press
Open the Control menu.	ALT+SPACEBAR
Select the first menu on the menu bar.	ALT or F10
Choose the menu or menu item whose underlined letter matches the one you type.	Letter key
Move among menus.	LEFT or RIGHT ARROW
Move back or forward .1 second when the scroll bar is selected.	PAGE UP
Move back 1 second when the scroll bar is selected.	PAGE DOWN
Move forward 1 second when the scroll bar is selected.	HOME
Move to the beginning of the sound when the scroll bar is selected.	END
Move to the end of the sound when the scroll bar is selected.	UP or DOWN ARROW
Move among menu items.	ENTER
Choose the selected menu item.	ESC
Cancel the selected menu.	TAB
Move from button to button (left to right).	SHIFT+TAB
Move from button to button (right to left).	SPACEBAR
Choose a button.	

Sound Recorder Keyboard Procedures



Click a folder or topic title.

-  [Working with Sound Files](#)
-  [Editing Sound Files](#)
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Sound Recorder Keyboard Procedures



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[Reversing a Sound](#)

Keyboard: Opening a Sound File

To open a sound file:

- 1 Press ALT and then F.
- 2 Press O.
- 3 If the file is in the current directory, press TAB and use the UP ARROW or DOWN ARROW key to select the file. 

If the file is not in the current directory, press ALT+D, use the UP ARROW or DOWN ARROW key to select a drive or directory, and press ENTER. Or press ALT+V and use the UP ARROW or DOWN ARROW key to select the drive you want. Then press ALT+N, press TAB, and use the UP ARROW or DOWN ARROW key to select the file.

- 4 Press ENTER. 
-  Related Procedure

hint

The current directory is shown above the Directories box.

hint

Instead of using the File Name, Directories, and Dives boxes to open a file, you can type the complete pathname in the File Name box and press ENTER.

Keyboard: Playing a Sound File

To start playing:

- 1 Press TAB until you select the Play button.
- 2 Press SPACEBAR.

To stop playing:

- 1 Press TAB until you select the Stop button.
- 2 Press SPACEBAR.

To move to the end of a sound file:

- 1 Press TAB until you select the Forward button.
- 2 Press SPACEBAR.

To move to the beginning of a sound file:

- 1 Press TAB until you select the Rewind button.
- 2 Press SPACEBAR.

 Related Procedure

Play button



Starts playing a sound.

Stop button



Stops playing a sound.

Forward button



Button for moving to the end of a sound.

Rewind button



Button for returning to the beginning of a sound.

Keyboard: Creating a New Sound File

To create a new sound file:

- 1 Press ALT and then F.
- 2 Press N.
- 3 Create the sound file.

You can create the sound file in three ways: recording sounds, inserting one sound file in another, and mixing one sound file with another. You can also combine all three methods.

- 4 [Save the File.](#)



Related Procedures

Procedures

[Inserting a Sound File](#)

[Mixing In a Sound File](#)

[Recording a Sound File](#)

Keyboard: Recording a Sound File

To record a new file:

- 1 Press ALT and then F.
- 2 Press N.
- 3 Press TAB until you select the Record button.
- 4 Press SPACEBAR.
- 5 Speak into the microphone.
- 6 When you finish, press TAB until you select the Stop button.
- 7 Press SPACEBAR.

To record into an existing file:

- 1 [Open the file.](#)
- 2 Place the scroll box where you want to insert your recorded speech.
To do this, you can use the Play and Stop buttons.
Or, press TAB until you select the scroll box and then use the LEFT ARROW or RIGHT ARROW key to move the scroll box.
- 3 Press TAB until you select the Record button.
- 4 Press SPACEBAR.
- 5 Speak into the microphone.
- 6 When you finish, press TAB until you select the Stop button.
- 7 Press SPACEBAR.



Related Procedure

Keyboard: Saving a Sound File

To save changes to an existing file:

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

To save a new file or to save an existing file under an additional name:

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

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

- 4 Press ENTER.

hint

The current directory is shown above the Directories box.

hint

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

Keyboard: Deleting Part of a Sound File

To delete before the current position:

- 1 [Open the sound file](#) you want to edit.
- 2 Move the scroll box where you want to cut sound before the current playing position.
To do this, you can use the Play and Stop buttons.
Or, press TAB until you select the scroll box and then use the LEFT ARROW or RIGHT ARROW key to move the scroll box.
- 3 Press ALT and then E.
- 4 Press B.
- 5 Press ENTER to confirm the deletion.

To delete after the current position:

- 1 [Open the sound file](#) that you want to edit.
- 2 Move the scroll box where you want to cut sound after the current playing position.
To do this, you can use the Play and Stop buttons.
Or, press TAB until you select the scroll box and then use the LEFT ARROW or RIGHT ARROW key to move the scroll box.
- 3 Press ALT and then E.
- 4 Press A.
- 5 Press ENTER to confirm the deletion.

Keyboard: Inserting a Sound File

To insert a sound file into an existing file:


- 1 Move the scroll box where you want to insert the sound file.

To do this, you can use the Play and Stop buttons.



Or, press TAB until you select the scroll box and then use the LEFT ARROW or RIGHT ARROW key to move the scroll box.

- 2 Press ALT and then E.

- 3 Press I.

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

If the file is not in the current directory, press ALT+D, use the UP ARROW or DOWN ARROW key to select a drive or directory, and press ENTER. Or press ALT+V and use the UP ARROW or DOWN ARROW key to select the drive you want. Then press ALT+N, press TAB, and use the UP ARROW or DOWN ARROW key to select the file.

- 5 Press ENTER. 
 Related Procedure

Keyboard: Mixing In a Sound File

To mix in a sound file into an existing file:


- 1 Move the scroll box where you want to mix the sound file.

To do this, you can use the Play and Stop buttons.


Or, press TAB until you select the scroll box and then use the LEFT ARROW or RIGHT ARROW key to move the scroll box.

- 2 Press ALT and then E.

- 3 Press M.

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

If the file is not in the current directory, press ALT+D, use the UP ARROW or DOWN ARROW key to select a drive or directory, and press ENTER. Or press ALT+V and use the UP ARROW or DOWN ARROW key to select the drive you want. Then press ALT+N, press TAB, and use the UP ARROW or DOWN ARROW key to select the file.

- 5 Press ENTER. 

 [Related Procedure](#)

Keyboard: Restoring a Sound File

To restore a sound file to its last saved state:

- 1 Press ALT and then F.
- 2 Press R.
- 3 Press ENTER to confirm the restoration.

Keyboard: Making a Sound Quieter or Louder

To decrease the volume of a sound file:

- 1 [Open the sound file](#) whose volume you want to decrease.
- 2 Press ALT and then S.
- 3 Press D.

To increase the volume of a sound file by 25 percent:

- 1 [Open the sound file](#) that you want to make louder.
- 2 Press ALT and then S.
- 3 Press I.

Keyboard: Slowing Down or Speeding Up a Sound

To decrease the speed of a sound file by 50 percent:

- 1 [Open the sound file](#) that you want to slow down.
- 2 Press ALT and then S.
- 3 Press E.

To increase the speed of a sound file by 100 percent:

- 1 [Open the sound file](#) that you want to speed up.
- 2 Press ALT and then S.
- 3 Press N.

Keyboard: Adding an Echo to a Sound

To add an echo to a sound file:

- 1 [Open the sound file](#) to which you want to add echo.
- 2 Press ALT and then S.
- 3 Press A.

Keyboard: Reversing a Sound

To reverse a sound file:

- 1 [Open the sound file](#) you want to play in reverse.
- 2 Press ALT and then S.
- 3 Press R.

Sound Recorder

Lets you play, record, and edit sound files. You can also mix sounds and add sound effects to a file.

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 Sound Recorder.

- ▶ Drag the title bar to move the window.

Minimize button



Click the Minimize button to shrink the Sound Recorder window to an icon.

File menu

File

New

Creates a new file.

Open...

Opens an existing file.

Save

Saves changes to the current file.

Save **A**s...

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

Revert...

Reverts the file to its last saved state.

Exit

Exits Sound Recorder and closes the Sound Recorder window.

Edit menu

Edit

Insert File...

Mix with File...

Delete **B**efore Current Position

Delete **A**fter Current Position

Inserts a file into the current file at the playing position.

Mixes a file with the current file.

Deletes the portion of the file before the playing position.

Deletes the portion of the file after the playing position.

Effects menu

Effects

I ncrease Volume (by 25%)	Makes the sound louder.
D ecrease Volume	Makes the sound quieter.
I ncrease Speed (by 100%)	Speeds up the sound.
D ecrease Speed	Slows down the sound.
A dd Echo	Adds an echo to the sound.
R everse	Reverses the sound so that it plays backwards.

Help menu

Help

Index

Displays an alphabetical list of all Help topics.

Keyboard

Displays Help on Sound Recorder key combinations.

Commands

Displays Help on Sound Recorder commands.

Procedures

Displays Help on Sound Recorder procedures.

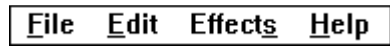
Using Help


Displays information about Windows Help.

About Recorder ...

Displays important information about Sound Recorder.

menu bar



Contains the names of all the Sound Recorder menus.
 Click a menu name to display commands.

status bar



Indicates whether a sound is playing or stopped.

playing position

0.9 sec.

Shows how many seconds a sound has been played.

sound wave



Displays the sound as if it were being shown on an oscilloscope.

length of sound

1.8 sec.

Shows how many seconds long a sound is.

left arrow




Click the arrow to move the playing position back .1 second.

scroll bar



Changes a sound's playing position.

 Drag the scroll box to change the playing position.

scroll box



Drag the scroll box to change the playing position.

right arrow



Click the arrow to move the playing position forward .1 second.

Rewind button



Click the button to move the playing position to the beginning of a sound.

Forward button



Click the button to move the playing position to the end of a sound.

Play button



Click the button to start playing a sound.

Stop button




Click the button to stop playing a sound.

Record button



Lets you record sounds with a microphone.

 Click the button to start recording a sound.

application window

The main window for an application, in this case the Sound Recorder window. The Sound Recorder application window contains the controls for playing, editing, and recording sound files.

application icon

Program Manager

Represents a running application. An application icon appears after you minimize an application.



Double-click an application icon to restore it to a window.

desktop

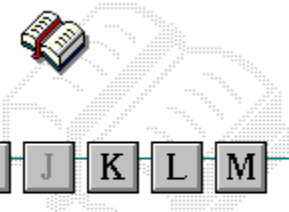
The background on which windows, icons, and dialog boxes appear.



Double-click anywhere on the desktop to start Task List.

Windows Glossary

Click a button or term.



- A
- B
- C
- D
- E
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- H
- I
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- K
- L
- M
- N
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- 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](#)

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[application window](#)

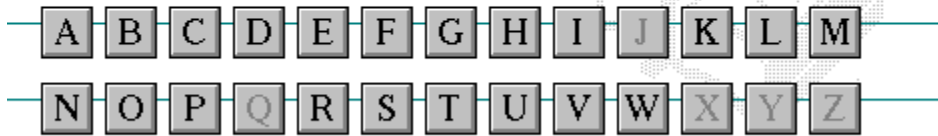
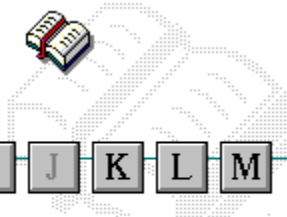
[arrow keys](#)

[associate](#)

[AUTOEXEC.BAT](#)

Windows Glossary

Click a button or term.



B

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[>> button](#)

[Back button](#)

[base-level synthesizer](#)

[batch file](#)

[baud rate](#)

[bitmap](#)

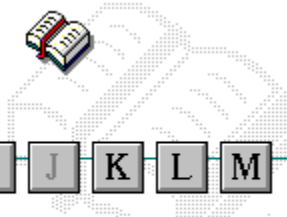
[branch](#)

[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

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[CD-ROM](#)

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[command](#)

[command button](#)

[command line](#)

[complementary color](#)

[compound device](#)

[CONFIG.SYS](#)

[Contents button](#)

[Control menu](#)

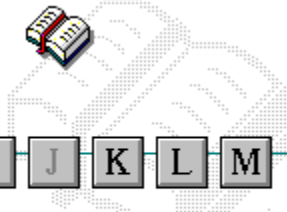
[Control-menu box](#)

[conventional memory](#)

[cutout](#)

Windows Glossary

Click a button or term.



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

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D

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[destination directory](#)

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[device driver](#)

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[Directory Tree window](#)

[directory window](#)

[disk-drive icon](#)

[display box](#)

[document](#)

[document file](#)

[document window](#)

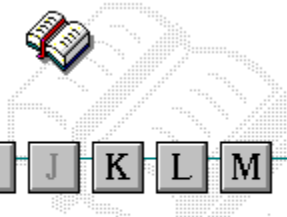
[DOS](#)

[drag](#)

[drop-down list box](#)

Windows Glossary

Click a button or term.



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E

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[extended memory](#)

[extended synthesizer](#)

[extension](#)

Windows Glossary

Click a button or term.



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

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

F

[file](#)

[file information line](#)

[flow control](#)

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[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](#)

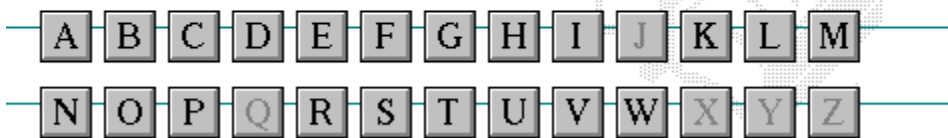
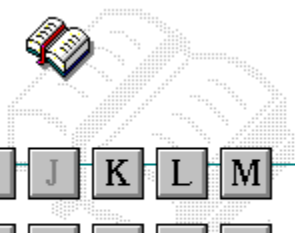
[hotspot](#)

[hue](#)

[HyperGuide button bar](#)

Windows Glossary

Click a button or term.



I

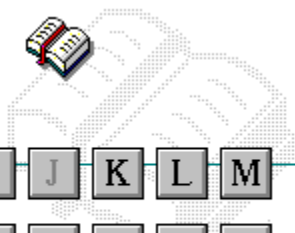
[icon](#)

[insertion point](#)

[International MIDI Association](#)

Windows Glossary

Click a button or term.



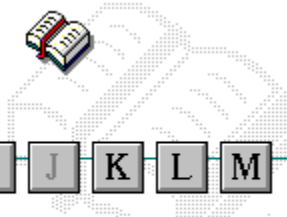
A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

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

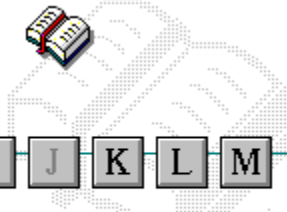
[keymaps](#)

[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](#)

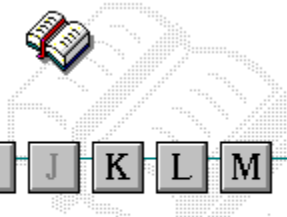
[local printer](#)

[local queue](#)

[luminosity](#)

Windows Glossary

Click a button or term.



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M

[maximize](#)

[Maximize button](#)

[Media Control Interface](#)

[memory](#)

[menu](#)

[menu bar](#)

[menu command](#)

[menu name](#)

[menu title](#)

[MIDI](#)

[MIDI file](#)

[MIDI Mapper](#)

[MIDI sequencer](#)

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

[minimize](#)

[Minimize button](#)

[movie file](#)

[MSCDEX](#)

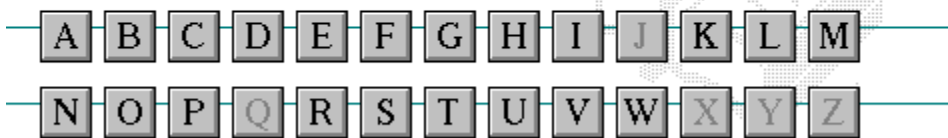
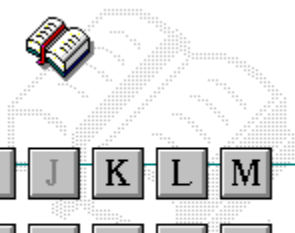
[multimedia extensions](#)

[Multimedia PC](#)

[multitasking](#)

Windows Glossary

Click a button or term.

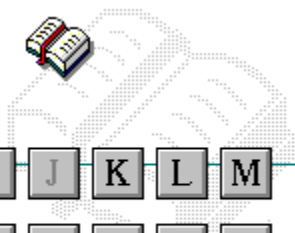


N

- [network printer](#)
- [network queue](#)
- [network server](#)
- [non-Windows application](#)

Windows Glossary

Click a button or term.



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O

[open](#)

[option button](#)

Windows Glossary

Click a button or term.



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

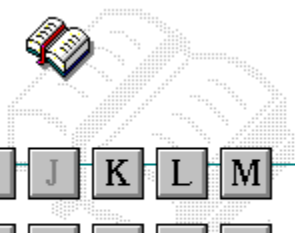
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[printer queue information line](#)
[program file](#)
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[program item](#)
[program item icon](#)

Windows Glossary

Click a button or term.



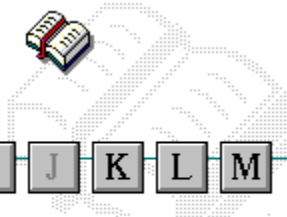
A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

Q

No defined terms.

Windows Glossary

Click a button or term.



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

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

R

[RGB components](#)

[read-only](#)

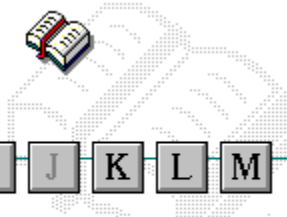
[real mode](#)

[Restore button](#)

[root directory](#)

Windows Glossary

Click a button or term.



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[solid color](#)

[source directory](#)

[spin box](#)

[standard mode](#)

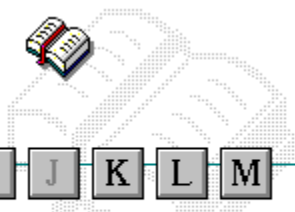
[status bar](#)

[stop bits](#)

[synthesizer](#)

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

[Task List](#)

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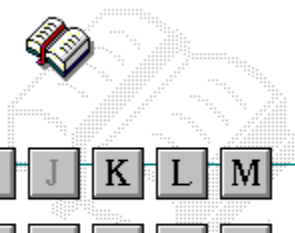
[title bar](#)

[topic](#)

[track](#)

Windows Glossary

Click a button or term.



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

U

Up button

Windows Glossary

Click a button or term.



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

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

V

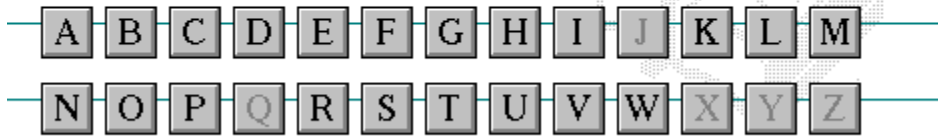
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Windows Glossary

Click a button or term.



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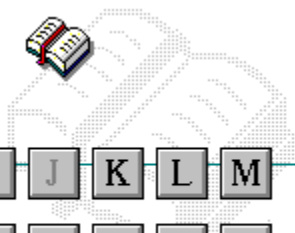
[window border](#)

[Windows application](#)

[wrap](#)

Windows Glossary

Click a button or term.



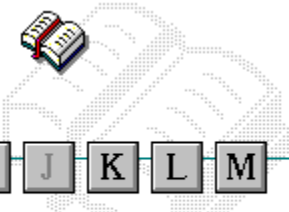
A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

X

No defined terms.

Windows Glossary

Click a button or term.



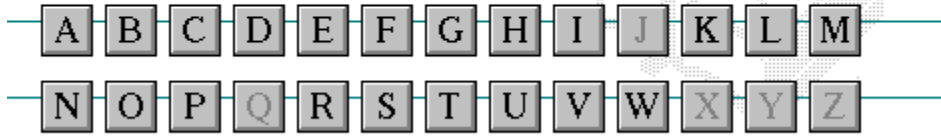
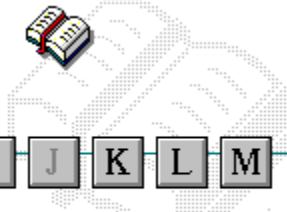
A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

Y

No defined terms.

Windows Glossary

Click a button or term.



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.

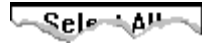
close

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

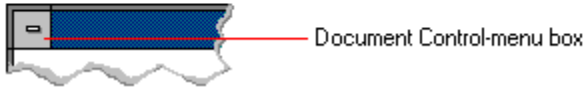


The menu in the upper-left corner of a window. The Control menu appears on every application that runs in a window and on some non-Windows applications. Document windows, icons, and some dialog boxes also have Control menus.

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



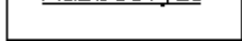
A File Manager window that lists the contents of a specific directory. The directory window shows all the files and subdirectories contained in the directory.

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.

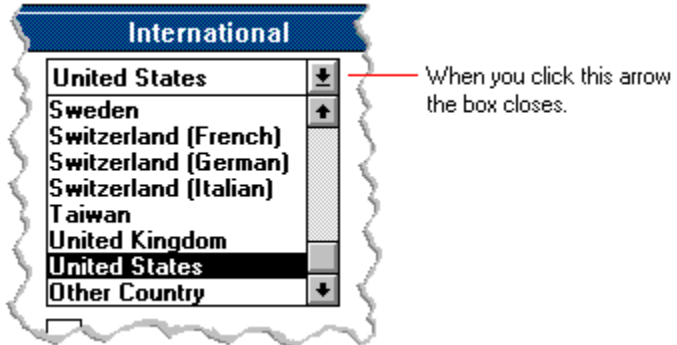
drop-down list box

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

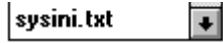
Percussion instruments are key-based--each note plays a different percussion instrument. Keymaps translate MIDI key values to ensure the proper percussion instruments are used to play MIDI files. All MIDI files for Windows are authored using standard key assignments based on the General MIDI Mode standard.

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

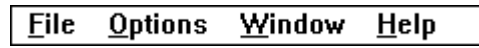
The space in a computer where information is stored while you are working with it. Most PCs have a small amount of read-only memory (ROM), containing the built-in programs that start the operation of the computer when it is turned on, and a large amount of random-access memory (RAM) for users' programs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

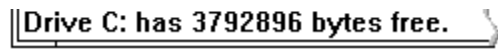
spin box



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.

