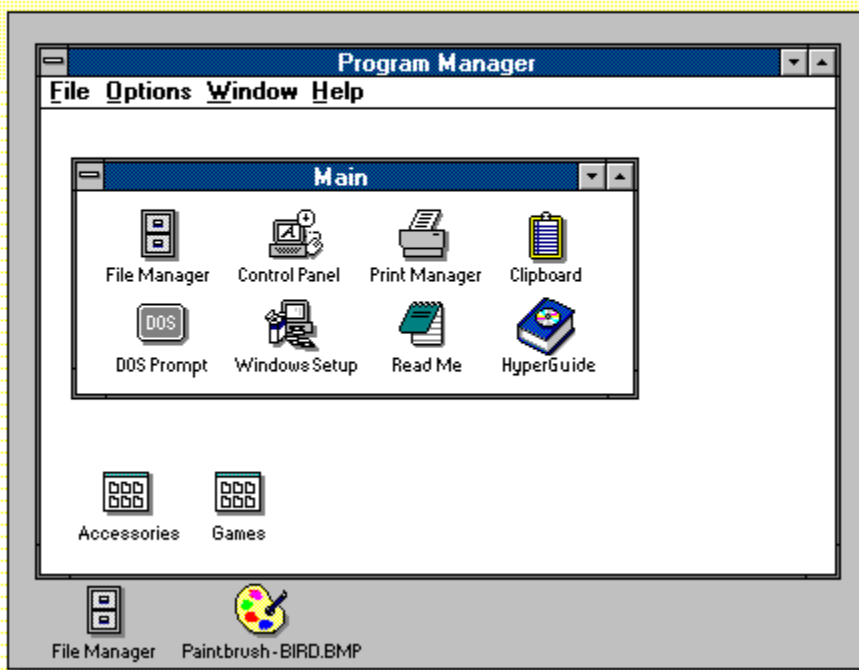



Click different parts of the picture to get quick help on Program Manager features.



**Program Manager**

Your base of operations in Windows. It is both an application starter and an organizational tool. From Program Manager you can start applications by double-clicking icons. You can also arrange your applications and documents into groupings.

## application Control-menu

	
<b>R</b> estore	Restores the application window to its former size.
<b>M</b> ove	Moves the application window to another location.
<b>S</b> ize	Changes the size of the application window.
<b>M</b> inimize	Shrinks the application window to an icon.
<b>M</b> aximize	Enlarges the application window to its maximum size.
<b>C</b> lose	Closes the application window.
<b>S</b> witch To...	Starts Windows Task List.



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

- Drag the title bar to move the window.

### **Minimize button**



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

### **Maximize button**



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

## File menu

### **File**

**New...**

Creates a new program item or a new group.

**Open**

Starts an application or document, or restores a group window.

**Move...**

Moves a program item from one group into another.

**Copy...**

Copies a program item into another group.

**Delete**

Removes the selected program item in the selected group.

**Properties...**

Changes elements of the selected program item or group.

**Run...**

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

**Exit Windows...**

Exits Program Manager and ends your Windows session.

## Options menu

### **Options**

**Auto Arrange**

**Minimize on Use**

Automatically arranges icons when you resize a group window.

Minimizes Program Manager whenever you start an application.



## Window menu

### **Window**

**Cascade**

Arranges group windows so that each title bar shows.

**Tile**

Arranges group windows equally within the workspace.

**Arrange Icons**

Redistributes icons to fit evenly in the open window.

**1 Main**

Selects the Main group window.

**2 Accessories**

Selects the Accessories group window.

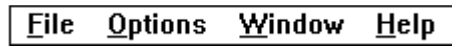
**3 Games**

Selects the Games group window.

## Help menu

<b>Help</b>	
<b><u>I</u>ndex</b>	Displays an alphabetical list of all Help topics.
<b><u>K</u>eyboard</b>	Displays Help on Program Manager key combinations.
<b><u>B</u>asic Skills</b>	Displays Help on basic Windows skills.
<b><u>C</u>ommands</b>	Displays Help on Program Manager commands.
<b><u>P</u>rocedures</b>	Displays Help on Program Manager procedures.
<b><u>G</u>lossary</b>	Displays the Windows Help glossary.
<b><u>U</u>sing Help</b>	Displays information about Windows Help.
<b><u>A</u>bout Program Manager...</b>	Displays important information about Windows 3.0.

**menu bar**



Contains the names of all the Program Manager menus.

- ▶ Click a menu name to display commands.

## document Control-menu



**Restore**

Restores the group window to its former size.

**Move**

Moves the group window to another location.

**Size**

Changes the size of the group window.

**Minimize**

Shrinks the group window to an icon.

**Maximize**

Enlarges the group window to its maximum size.

**Close      **Ctrl+F4****

Closes the group window.

**Next      **Ctrl+F6****

Switches to the next open group window.

**group window title bar**



Contains the title of the open group window.

**Help**

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bar to move the window.

Drag the title

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Minimize button to shrink the group window to an icon.

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Maximize button to enlarge the group window to its maximum size.

**program item icon**

 Clipboard

Represents an application or a document.

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Double-click a

program item icon to start an application or open a document.



## **group window**



Displays the program items in a group.

You can create groups and organize your applications to match the way you work. You can change the contents of a group by adding or deleting program items.

## group icon

Accessories

Represents a group.

### Help

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Double-click a

group icon to open it.

**window border**



The outside edge of a window.

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Drag the

window border to change the size of the window.

**application window**

The main window for an application, in this case the Program Manager window. The Program Manager application window contains group windows.

## application icon

Paintbrush - BIRD.BMP



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

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Double-click an

application icon to restore it to a window.

## desktop

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

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Double-click

anywhere on the desktop to start Task List.



