

highlight The border surrounding the command button that will be activated when you press the Enter key, or the color change indicating an icon is selected.

I-beam pointer A special pointer that appears when the mouse pointer is over text.

icon A graphical representation of an option or command.

insertion point The vertical, blinking bar in a document that indicates where text will be placed as it is typed or where a feature will begin when it is activated.

instance In Performance Monitor, a system component. In some cases, multiple instances are available for an object, while some objects do not have instances.

launch To automatically open a file within the appropriate application by double-clicking the file name.

list box A list of options from which you select the option you desire.

local printer A printer directly connected to a port on your computer. Compare to network printer.

lock To block access to your computer without closing open applications or shutting down Windows NT.

log on To provide your user name, password, and other information upon starting Windows NT.

logical drive Additional divisions created on an extended partition.

map To assign a letter to a network drive.

maximize To enlarge a window so that it fills the whole screen

Maximize/Restore button The dialog box element that allows you to enlarge a window or to return that window to its previous size.

Media Player A multimedia application included in Windows NT that lets you retrieve, play, and edit audio and video files.

menu A screen element that offers a list of commands that can be chosen from the menu bar.

menu bar The area of an application window that contains its menus. Menu bars are generally found in windows rather than dialog boxes.

minimize To reduce a window to an icon on the taskbar.

mouse pointer The I-beam, arrow, or other object that moves on the screen in coordination with movements of the mouse.

MouseKeys An accessibility option that makes it easier for users with impaired mobility to use the mouse pointer by letting you use the numeric keypad on your keyboard to control your mouse pointer. With this option selected, you can use the keys on the numeric keypad to move the mouse pointer.

move To remove a file from one location and place it in another folder or on another disk drive.

multitasking The feature of Windows that lets you run more than one application at the same time.