

Contents for Control Panel Help

Control Panel provides you with a graphical way of configuring hardware and customizing Windows for Workgroups.

To learn how to use Help, press F1.

Introduction

[What Is Control Panel?](#)

How To...

[Change Keyboard Options](#)

[Change the Look of Windows](#)

[Change Network Settings](#)

[Change Pointing-Device Options](#)

[Change Serial-Port Settings](#)

[Change Swap-File Settings](#)

[Change the System Date and Time](#)

[Connect to a Network Printer](#)

[Control Sound](#)

[Customize Windows for International Use](#)

[Install and Configure Printers](#)

[Install and Remove Device Drivers](#)

[Install and Remove Fonts](#)

[Optimize Windows for 386 Enhanced Mode](#)

What Is Control Panel?

Control Panel provides you with a visual way of modifying your system while working with Windows for Workgroups. Each option that you can change is represented by an icon in the Control Panel window.

These options include:

- Your screen colors.
- Other desktop options that determine the look of Windows for Workgroups.
- The fonts recognized by your Windows-based applications.
- The printer you use.
- Keyboard and pointing-device settings.
- International settings.
- Port and network settings.
- The system date and time.
- The sounds your system uses.
- MIDI settings for a synthesizer connected to your computer.
- Multitasking settings for running Windows for Workgroups in 386 enhanced mode.

When you change an option, it is stored in the WIN.INI, SYSTEM.INI, or PROTOCOL.INI initialization file so that it will be in effect the next time you run Windows for Workgroups.

To return to Contents for Control Panel Help, choose the Contents button.

Changing the Look of Windows

You can change the way Windows for Workgroups looks by changing the screen colors and by modifying the desktop. To change screen colors, you use the Colors option. To modify the desktop (for example, to change the background display, the icon spacing, and the cursor blink rate), you use the Desktop option.

For help on changing the look of Windows for Workgroups, choose one of the following tasks:

- [Changing Existing Color Schemes](#)
- [Changing Desktop Options](#)
- [Creating Your Own Colors](#)
- [Using Existing Color Schemes](#)

Using Existing Color Schemes

Windows for Workgroups provides several [color schemes](#) that you can use to change the colors of all [screen elements](#).

To use a color scheme

- 1 In the Control Panel window, choose the Color icon.
- 2 Open the Color Schemes list, and then select a color scheme.
The colors of the elements in the sample screen change to reflect the scheme you select.
- 3 Choose the OK button.

For help with the Color dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Changing Existing Color Schemes](#)

[Creating Your Own Colors](#)

Changing Existing Color Schemes

If you want to change the colors in a color scheme, you can select colors from the Basic and Custom Colors palettes.

To change the colors of a color scheme

- 1 In the Control Panel window, choose the Color icon.
- 2 Open the Color Schemes list, and then select a color scheme.
- 3 Choose the Color Palette button.
- 4 Open the Screen Element list, and then select a part of the screen whose color you want to change.
Or click the part of the screen in the sample screen.
- 5 From the Basic Colors or Custom Colors palette, select a new color.
The selected element in the sample screen changes color to reflect your choice.
To create a new color, use the Define Custom Colors option.
- 6 Change the color of other parts of the screen, if you want.
- 7 Choose the Save Scheme button.
- 8 To assign a new name to the scheme, type the name in the text box.
- 9 Choose the OK button.
- 10 In the Colors dialog box, choose the OK button.

For help with the Color dialog box, choose the Help button or press F1 while using the dialog box.

See Also

[Creating Your Own Colors](#)

Creating Your Own Colors

You can create your own colors and apply them to screen elements.

To create your own colors

- 1 In the Control Panel window, choose the Color icon.
- 2 Choose the Color Palette button.
- 3 Choose the Define Custom Colors button.
- 4 Drag the cursor in the color refiner box and the arrow beside the luminosity bar to define your color.

You can also create a color by typing numbers in the Red, Green, and Blue boxes, or the Hue, Sat (saturation), and Lum (luminosity) boxes. Click the up and down arrows to change the numbers by using a mouse.

Note that the color you create is shown in the left side of the Color/Solid box.

You can double-click the right side of the box or press ALT+O to use the solid color most closely resembling the one you have created.

- 5 In the Custom Colors palette, select a box for the color.
Select an empty box or one that contains a color you want to change to the new color.
- 6 Choose the Add Color button.
- 7 Create any other colors you want, and add them to the palette.
- 8 Choose the Close button.
- 9 Choose the OK button.

For help with the Color and Custom Color Selector dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Changing Desktop Options

Other desktop options that you can specify to change the look of Windows for Workgroups include:

- The pattern or wallpaper displayed as a screen background.
- The screen saver that appears when Windows for Workgroups is idle.
- An invisible grid for positioning windows and icons.
- The amount of space between icons in Program Manager.
- Icon titles that wrap to a new line.
- The rate at which the cursor blinks.
- The width of window borders.

To change desktop options

- 1 In the Control Panel window, choose the Desktop icon.
- 2 In the Desktop dialog box, specify the settings for the options you want to change.
- 3 Choose the OK button.

If you need help with the Desktop dialog box, choose the Help button or press F1 while using the dialog box.

Installing and Configuring Printers

There are several steps to installing and configuring a printer to use with Windows for Workgroups. First, you must install a printer driver that controls your printer. For information about installing a printer driver, see Installing a Printer Driver.

If you have already installed a printer driver, you can complete these remaining tasks. It might be easier if you perform these tasks in order, but it is not necessary:

- Assign a port to the printer.
- Change the timeout settings.
- Specify settings for your printer.
- Choose the default printer.
- Connect to a network printer.

If you are installing a printer that is connected to your computer, you can skip the last task.

Installing a Printer Driver

You can install a printer driver provided with Windows for Workgroups or a Windows printer driver supplied by a printer manufacturer or computer dealer.

To install a printer driver

- 1 In the Control Panel window, choose the Printers icon.
- 2 Choose the Add button.
If you have not installed a printer, Control Panel chooses the Add button for you.
- 3 In the List Of Printers box, select the printer you want to install.
If your printer is not listed or does not emulate a printer that Windows for Workgroups supports, but you have a printer driver for it, select Install Unlisted Or Updated Printer.
- 4 Choose the Install button.
The following two steps do not apply if the printer you are installing uses the same printer driver as another printer already installed on your system.
- 5 Insert in drive A the disk containing the printer driver, or type a drive letter and directory path in the text box. (If you are a non-U.S. customer, the printer driver you need may be on the Additional Non-U.S. Printer Drivers disk.)
You can also use the Browse button to find and select the drive and directory where the printer driver is located. When you are finished using the Browse dialog box, choose the OK button to return to the Install Printer dialog box.
- 6 In the Install Printer dialog box, choose the OK button.
If you are installing a driver not included with Windows for Workgroups, a dialog box appears, listing several printers. Select the printer you want, and then choose the Install button.
- 7 If Control Panel prompts you for font files, insert the disk that contains font files. Then choose the OK button.
The printer name appears in the list of installed printers.
- 8 Go to the next step to assign a port to the printer.

For help with the Printers and Install Printers dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Next Step

Assigning a Printer Port

Assigning a Printer Port

Control Panel assigns each printer you install to the port LPT1. If your printer is connected to a different port, you need to change the port assignment before you can print.

Note: Do not change the port assignment for your printer if you are currently printing documents to it. If you do so, your documents will disappear from the Print Manager queue. Your documents will still print, but you will not be able to perform Print Manager tasks, such as pausing and resuming printing or viewing status information, for those documents.

To assign a port to a printer

- 1 If you are not already in the Printers dialog box, choose the Printers icon in the Control Panel window.
- 2 Choose the Connect button.
- 3 From the Ports list, select the port you want to assign to the printer.
If you select a COM port, you might need to change the communications settings.
- 4 If you want to change communications settings, choose the Settings button, complete the Settings dialog box, and then choose the OK button.
- 5 Go on to the next step to change the timeout settings. Or choose the OK button in the Connect dialog box, and then choose the Close button in the Printers dialog box.
For help with the Connect and Settings dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Next Step

[Changing the Timeout Settings](#)

Changing the Timeout Settings

You can use the timeout settings to adjust the amount of time Windows for Workgroups waits before sending you a message about printing problems. Changing the timeout settings is optional.

To change the timeout settings

- 1 If you are not already in the Connect dialog box, choose the Printers icon from the Control Panel window, and then choose the Connect button.
- 2 Specify the timeout settings you want.
- 3 Choose the OK button.
- 4 Go on to the next step or choose the Close button in the Printers dialog box.

For help with the Connect dialog box, choose the Help button or press F1 while using the dialog box.

Next Step

[Specifying Printer Settings](#)

Specifying Printer Settings

Many printers have specific settings (such as page orientation, paper size, and graphics resolution) that you can specify to get the printing results you want.

To specify printer settings

- 1 If you are not already in the Printers dialog box, choose the Printers icon from the Control Panel window.
- 2 Select the printer you want to use.
- 3 Choose the Setup button.
- 4 Select the settings you want.
- 5 To select additional settings that are specific to your printer driver, choose the Options button, set the options as needed, and then choose the OK button.
- 6 Choose the OK button again.
- 7 Go on to the next step or choose the Close button in the Printers dialog box.

For help with the dialog boxes, choose the Help button or press F1 while using the dialog boxes. For information about which settings to use, see your printer documentation.

Next Step

[Choosing the Default Printer](#)

Choosing the Default Printer

Windows-based applications use the default printer unless you specify otherwise in your application.

To choose the default printer

- 1 If you are not already in the Printers dialog box, choose the Printers icon from the Control Panel window.
- 2 From the Installed Printers list, select the printer you want to use as the default printer.
- 3 Choose the Set As Default Printer button.
- 4 Choose the Close button.

For help with the Printers dialog box, choose the Help button or press F1 while using the dialog box.

You have completed the installation process. If the printer you just installed is being shared by someone in your workgroup, you need to connect to it before you can print. If you have not already connected to the printer, see [Connecting to a Network Printer](#).

Connecting to a Network Printer

After you have installed the driver for a network printer and assigned the printer to a port, you can connect to it.

To connect to a network printer

- 1 In the Control Panel window, choose the Printers icon.
- 2 Choose the Connect button.
- 3 Choose the Network button.
- 4 If you want to connect the printer to a port other than the one suggested in the Device Name box, open the Device Name list and select another port.
- 5 Using the show Shared Printer On area and the Shared Printers area, browse through the workgroups for the printer you want.
Or open the Path list and select a printer you have previously connected to.
Or type the computer and printer name in the Path box.
- 6 Choose the OK button.
If you need to supply a password, a dialog box appears. Type the password, and then choose the OK button.
- 7 In the Connect dialog box, choose the OK button.
- 8 In the Printers dialog box, choose the Close button.

For help with the dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Changing Network Settings

The Network option enables you to customize how your computer interacts with various workgroups and servers. By using the Network option, you can also set up a network adapter and other network software.

For help on specifying network options, choose one of the following tasks:

- [Changing Your Computer Name, Description, and Workgroup](#)
- [Changing Your Logon Password](#)
- [Logging On and Off](#)
- [Running Applications or Sharing Resources Faster](#)
- [Setting Up a Network Adapter](#)
- [Specifying Logon Options](#)
- [Using Additional Networks](#)

Logging On and Off

When you start Windows for Workgroups, you can log on. If you use a logon password, you must supply your logon name and password when logging on. This information unlocks your password list and restores your previous connections.

When logged on, you can share your resources and browse through and connect to resources that are being shared by others. When logged off, you can still share your own resources, but you cannot connect to resources that are shared by others, nor gain access to your previous connections. You may want to log off during a Windows for Workgroups session if others use your computer. That way, someone else can log on to your computer using their logon name and password to gain access to their own connections, which may be different from yours.

To log on or off

- 1 In the Control Panel window, choose the Network icon.
 - 2 In the Network Settings dialog box, choose the Logon button.
(This button changes to Log Off if you are currently logged on.)
 - 3 In the Logon Settings dialog box, choose the Log On or Log Off button.
If you choose the Log Off button, a dialog box appears, warning you that logging off will break your connections. To log off, choose the Yes button.
If you choose the Log On button, the Welcome to Windows For Workgroups dialog box appears so that you can supply your logon password. If you do not use a logon password, the dialog box will not appear and you will be logged on automatically.
 - 4 Type your logon name and password in the appropriate boxes, and then choose the OK button.
 - 5 In the Logon Settings and Network Settings dialog boxes, choose the OK button.
- For help with the Network Settings and Logon Settings dialog boxes, choose the Help button or press F1 while using the dialog boxes.

See Also

[Changing Your Logon Password](#)

[Specifying Logon Options](#)

Changing Your Logon Password

Windows for Workgroups keeps an encrypted list of the passwords that you supply to connect to resources others are sharing. When you log on, Windows for Workgroups unlocks your password list, giving you access to the password-protected connections that you restore at startup.

To prevent unauthorized users from restarting your computer and gaining access to your connections, you can use a logon password. It is recommended that you change your logon password periodically.

To change your logon password

- 1 In the Control Panel window, choose the Network icon.
- 2 In the Network Settings dialog box, choose the Password button.
- 3 If your name is not displayed in the Change Password For User box, open the list and select your name.
- 4 In the Change Logon Password dialog box, type your current password and new password, and then retype the new password to confirm it.
- 5 Choose the OK button. Your new logon password takes effect immediately.
- 6 In the Network Settings dialog box, choose the OK button.

For help with the Network Settings and Change Logon Password dialog boxes, choose the Help button or press F1 while using the dialog boxes.

See Also

[Logging On and Off](#)

[Specifying Logon Options](#)

Specifying Logon Options

You can specify options for how you log on when you start Windows for Workgroups. For example, you can change the default logon name, or you can choose not to log on at all.

To specify logon options

- 1 In the Control Panel window, choose the Network icon.
- 2 In the Network Settings dialog box, choose the Logon button.
The Logon Settings dialog box appears.
- 3 To start Windows for Workgroups without logging on, clear the Log On At Startup check box.
- 4 To change the default logon name, type the new name in the Default Logon Name box.
- 5 In the Logon Settings dialog box, choose the OK button.
- 6 In the Network Settings dialog box, choose the OK button. The new options take effect the next time you start Windows for Workgroups.

For help with the Network Settings and Logon Settings dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Note: If you choose not to log on, your previous connections will not be restored the next time you start Windows for Workgroups. If you want to make a new connection, you must log on first. In this case, a message will appear, asking if you want to log on. You can log on while making the connection, or at a later time by choosing the Logon button at the bottom of the Network Settings dialog box.

See Also

[Changing Your Logon Password](#)

[Logging On and Off](#)

Changing Your Computer Name, Description, and Workgroup

You can change the name assigned to your computer, any comments you use to describe your computer, and the workgroup you belong to. You can also create a new workgroup. This information appears in the File Manager, Print Manager, and ClipBook Viewer dialog boxes that you can use to browse through and connect to shared resources.

The workgroup and computer-name settings do not take effect until you restart your computer. You may want to save your files before changing these settings.

To change these settings

- 1 In the Control Panel window, choose the Network icon.
- 2 Type a new name for your computer in the Computer Name box.
- 3 To change the workgroup your computer belongs to, open the Workgroup list, and then select a new workgroup. If you want to create a new workgroup, type a name for it in the box.
- 4 If you want a description to appear next to your computer name in the Connect Network Drive and Connect Network Printer dialog boxes, type it in the Comment box.
- 5 Choose the OK button. A message appears asking you to restart your computer.
For your changes to take effect, choose the Restart Computer button.

For help with the Network Settings dialog box, choose the Help button or press F1 while using the dialog box.

Running Applications or Sharing Resources Faster

You can adjust the speed at which your applications run or your resources are shared. If your applications are running faster, others may notice slower performance when using your shared resources. If your resources are shared faster, your applications will run slower. You can also disable sharing.

To run applications or share resources faster

- 1 In the Control Panel window, choose the Network icon.
- 2 To disable sharing, clear the Enable Sharing check box. To enable sharing, select the Enable Sharing check box.
- 3 If sharing is enabled, drag the performance-gauge pointer to the left to run your applications faster, or to the right to share your resources faster. (If sharing is disabled, the Performance Priority gauge is also disabled.)

The gauge setting takes effect only when other users are using shared resources on your computer. Otherwise, your applications always run faster, even if the performance gauge is closer to Resources Shared Fastest.

- 4 Choose the OK button. If you change the Enable Sharing setting, a message appears asking you to restart Windows for Workgroups. For your changes to take effect, choose the Restart Windows button.

For help with the Network Settings dialog box, choose the Help button or press F1 while using the dialog box.

Using Additional Networks

Windows for Workgroups supports the use of LAN Manager and one other network, such as Novell NetWare. If you want to use additional network software with Windows for Workgroups, you can use the Network option to add support for the network and then configure its settings. You can also remove support for a network that you are no longer using.

When you add, remove, or change settings for an additional network, your changes do not take effect until you restart your computer. You may want to save your files before changing additional network settings.

For help on using other networks, choose one of the following tasks:

- [Adding Support for an Additional Network](#)
- [Removing Support for an Additional Network](#)
- [Setting Options for an Additional Network](#)

Adding Support for an Additional Network

To use an additional network, you need to install the Windows drivers for the network.

To add support for an additional network

- 1 In the Control Panel window, choose the Network icon.
- 2 In the Network Settings dialog box, choose the Networks button.
- 3 From the Available Network Types list, drag the network type you want to use into the Other Networks In Use list. Or select the network type, and then choose the Add button. (If the network type does not appear in the list, drag or select Unlisted Or Updated Network.)

A dialog box may appear, requesting you to insert a disk.

- 4 Insert the requested disk in drive A, and then choose the OK button.
Or type the drive letter and directory where the network driver is located, and then choose the OK button.
If you selected Unlisted Or Updated Network, a dialog box appears, listing the network drivers on the disk. Select the driver you want to use, and then choose the OK button.
- 5 In the Compatible Networks dialog box, choose the OK button.
- 6 In the Network Settings dialog box, choose the OK button. A message appears asking you to restart your computer.

For your changes to take effect, choose the Restart Computer button.

For help with the Network Settings and Compatible Networks dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Setting Options for an Additional Network

Once you've added support for a network, you can configure its settings. These settings can vary, depending on the type of network you are using.

To set options for an additional network

- 1 In the Control Panel window, choose the Network icon.
- 2 In the Network Settings dialog box, choose the Networks button.
- 3 In the Other Networks In Use list, select the network you want to configure.
- 4 Choose the Settings button.
A dialog box appears with options specific to the selected network.
- 5 Complete the dialog box for your network, and then choose the OK button.
(For more information about setting options for the network, see your network documentation or use the Help feature, if available.)
- 6 In the Compatible Networks dialog box, choose the OK button.
- 7 In the Network Settings dialog box, choose the OK button. A message appears asking you to restart your computer.

For your changes to take effect, choose the Restart Computer button.

For help with the Network Settings and Compatible Networks dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Removing Support for an Additional Network

If you are no longer using an additional network, you can remove support for it. Removing support for a network does not delete the network drivers from your hard disk. If you decide to use the network again, you can re-add it.

To remove support for an additional network

- 1 In the Control Panel window, choose the Network icon.
- 2 The Network Settings dialog box, choose the Networks button.
- 3 From the Other Networks In Use list, drag the network type you want to remove into the Available Network Types list.
Or select the network, and then choose the Remove button.
- 4 Choose the OK button.
- 5 In the Network Settings dialog box, choose the OK button. A message appears asking you to restart your computer.

For your changes to take effect, choose the Restart Computer button.

For help with the Network Settings and Compatible Networks dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Setting Up a Network Adapter

If you have installed a new network adapter in your computer, you need to add the driver for the adapter. You can also change network-adapter settings and add protocols while installing the driver or at any time afterward.

When you add, remove, or change settings for a network adapter, your changes do not take effect until you restart your computer. You may want to save your files before setting up a network adapter.

For help on setting up a network adapter, choose one of the following topics:

- [Adding a Network Adapter](#)
- [Removing a Network Adapter](#)
- [Setting Network-Adapter Options](#)
- [Using Protocols](#)

Setting Network-Adapter Options

You can set options for your network adapter either while you are adding the network adapter driver or at any time afterward. For example, if you adjust a switch on your network adapter that changes the interrupt setting, you need to specify what the new setting is in the settings dialog box for the adapter.

The type of settings you can change depend on the type of network adapter you are using. Some network adapters require that you set basic options, such as the base I/O port address or interrupt, whereas other adapters also require that you set more advanced options. On some adapters, all options are either built into the adapter or determined by the driver and cannot be changed.

For help on setting options for your network adapter, choose one of the following topics:

- [Setting Advanced Network-Adapter Options](#)
- [Setting Basic Network-Adapter Options](#)

Setting Basic Network-Adapter Options

To set basic options for your network adapter

- 1 In the Control Panel window, choose the Network icon.
- 2 In the Network Settings dialog box, choose the Adapters button.
- 3 In the Network Adapters dialog box, select the adapter with the settings you want to change, and then choose the Setup button.
- 4 In the setup dialog box for your adapter, set any options you want, and then choose the OK button.

If an option is labeled Automatic or Unused, the setting for that option is either built into the adapter, determined by the driver, or is not applicable for the adapter. You cannot change this setting.

- 5 In the Network Adapters dialog box, choose the Close button.
- 6 In the Network Settings dialog box, choose the OK button. A message appears asking you to restart your computer.

For your changes to take effect, choose the Restart Computer button.

For help with the Network Settings, Network Adapters, and setup dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Setting Advanced Network-Adapter Options

To set advanced options for your network adapter

- 1 In the Control Panel window, choose the Network icon.
- 2 In the Network Settings dialog box, choose the Adapters button.
- 3 In the Network Adapters dialog box, select the adapter with the settings you want to change, and then choose the Setup button.
- 4 In the setup dialog box for your adapter, choose the Advanced button. (This button only appears if your network adapter includes advanced options that you can set.)
- 5 In the Advanced Network-Adapter Settings list, select the setting you want to change, change its value, and then choose the Set button. To use the value you last specified, choose the Revert button.

For information about the specific settings and the values they require, see the documentation for your network adapter.

Note: If you decide to use the default value and the last-specified value is not the default, you will need to delete the network-adapter driver from you hard disk, and then re-add the network adapter to restore the default values.

- 6 When you are finished setting options, choose the OK button.
- 7 In the setup dialog box for your adapter, choose the OK button.
- 8 In the Network Adapters dialog box, choose the Close button.
- 9 In the Network Settings dialog box, choose the OK button. A message appears asking you to restart your computer.

For your changes to take effect, choose the Restart Computer button.

For help with the dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Adding a Network Adapter

To use the network features in Windows for Workgroups, at least one network adapter must be properly installed and set up on your computer. Sometimes, you might want to use more than one network adapter. For example, each network adapter supports up to only four protocols. If you want to use more than four protocols, you need to install a second network adapter.

If you are using more than one type of network (for example, if you are using both a Token Ring and Ethernet network), you need to install a network adapter for each network type. Windows for Workgroups supports up to four network adapters.

After you install a network adapter, you need to add its driver.

To add a network-adapter driver

- 1 In the Control Panel window, choose the Network icon.
- 2 In the Network Settings dialog box, choose the Adapters button.
- 3 In the Network Adapters dialog box, choose the Add button.
- 4 From the list of network adapters, select the one you want to add, and then choose the OK button. If your network adapter is not listed, select Unlisted Or Updated Network Adapter.
- 5 Insert the requested disk in drive A, and then choose the OK button.

Or, type the drive letter and directory where the driver is located, and then choose the OK button.

If you selected Unlisted Or Updated Network Adapter, a dialog box appears, listing the supported network adapters on the disk. Select the network adapter you are using, and then choose the OK button.

- 6 In the settings dialog box for your adapter, set the Interrupt, Base I/O Port, and Base Memory Address options to values that match the settings on your network adapter.

In most cases, the default settings should work, as long as they do not conflict with other devices, such as a mouse, sound card, or memory managers installed on your system. See the manuals for your devices to determine the settings they are using. Then see the manual that came with your network adapter for information about its settings.

- 7 If you need to change advanced settings or the protocols you want to use, choose the Advanced or Protocols button, and then complete the dialog boxes.
- 8 In the settings dialog box for your adapter, choose the OK button.
- 9 In the Network Adapters dialog box, choose the Close button.
- 10 In the Network Settings dialog box, choose the OK button. A message appears, prompting you to restart your computer.

For your changes to take effect, choose the Restart Computer button.

For help with the dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Removing a Network Adapter

If you have removed a network adapter from your computer, you should also remove the driver. Removing the driver does not delete it from your hard disk. If you decide to use the network adapter later, you can easily re-add it.

To remove a network-adapter driver

- 1 In the Control Panel window, choose the Network icon.
- 2 In the Network Settings dialog box, choose the Adapters button.
- 3 In the Network Adapters dialog box, choose the network adapter driver with the driver you want to remove.
- 4 Choose the Remove button.

A dialog box appears, asking you to confirm your decision to remove the network-adapter driver. Choose the Yes button.

- 5 Choose the Close button.
- 6 In the Network Settings dialog box, choose the OK button. A message appears prompting you to restart your computer.

For your changes to take effect, choose the Restart Computer button.

For help with the Network Settings and Network Adapters dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Using Protocols

To communicate and exchange information with others over a network, you must specify a protocol for your network adapter. When you set up Windows for Workgroups, Setup installed and configured the NetBEUI protocol. This protocol and its settings should work most of the time. To add a protocol or change protocol settings, you can use the Network option.

For help on using protocols, choose one of the following topics:

- [Adding a Protocol](#)
- [Changing Protocol Settings](#)
- [Removing a Protocol](#)

Adding a Protocol

If you want to communicate or exchange information with a computer that is not using the NetBEUI protocol, you need to add the protocol that computer is using. When you add a protocol, you install the protocol driver.

To add a protocol driver

- 1 In the Control Panel window, choose the Network icon.
- 2 In the Network Settings dialog box, choose the Adapters button.
- 3 In the Network Adapters dialog box, select the network adapter for which you want to add a protocol, and then choose the Setup button.
- 4 In the setup dialog box for your adapter, choose the Protocols button.
- 5 From the Available Protocols list, drag the name of the protocol you want to add into the Protocols In Use list.

Or select the protocol, and then choose the Add button. (If the protocol you want to add does not appear in the list, drag or select Unlisted Or Updated Protocol.)

A dialog box may appear, requesting you to insert a disk.

- 6 Insert the disk in drive A, and then choose the OK button.

Or type the drive letter and directory where the protocol driver is located, and then choose the OK button.

If you selected Unlisted Or Updated Protocol, a dialog box appears, listing the protocol drivers on the disk. Select the driver you want to use, and then choose the OK button.

- 7 In the Protocols Used and setup dialog boxes, choose the OK button.
- 8 In the Network Adapters dialog box, choose the Close button.
- 9 In the Network Settings dialog box, choose the OK button. A message appears asking you to restart your computer.

For your changes to take effect, choose the Restart Computer button.

For help with the dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Changing Protocol Settings

You can set options for the protocols you are using.

To set protocol options

- 1 In the Control Panel window, choose the Network icon.
- 2 In the Network Settings dialog box, choose the Adapters button.
- 3 In the Network Adapters dialog box, select the network adapter for which you want to set protocol options, and then choose the Setup button.
- 4 In the setup dialog box for your adapter, choose the Protocols button.
- 5 In the Protocols In Use list, select the protocol with the settings you want to change, and then choose the Settings button.
- 6 In the Advanced Protocol Settings list, select the protocol option with the setting you want to change.
- 7 Change the value for the setting, and then choose the Set button. To use the value you last specified, choose the Revert button.
Note: If you decide to use the default value and the last-specified value is not the default, you will need to delete the protocol driver from you hard disk, and then re-add it to restore the default values.
- 8 When you are finished, choose the OK button.
- 9 In the Protocols Used and setup dialog boxes, choose the OK button.
- 10 In the Network Adapters dialog box, choose the Close button.
- 11 In the Network Settings dialog box, choose the OK button. A message appears asking you to restart your computer.

For your changes to take effect, choose the Restart Computer button.

For help with the dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Removing a Protocol

Protocols take up memory. If you are no longer using a protocol, you can remove it to free memory for sharing your resources and running your applications.

To remove a protocol

- 1 In the Control Panel window, choose the Network icon.
- 2 In the Network Settings dialog box, choose the Adapters button.
- 3 In the Network Adapters dialog box, select the network adapter for which you want to remove a protocol, and then choose the Setup button.
- 4 In the setup dialog box for your adapter, choose the Protocols button.
- 5 From the Protocols In Use list, drag the name of the protocol you want to remove to the Available Protocols list.
Or select the protocol, and then choose the Remove button.
- 6 Choose the OK button.
- 7 In the setup dialog box for your adapter, choose the OK button.
- 8 In the Network Adapters dialog box, choose the Close button.
- 9 In the Network Settings dialog box, choose the OK button. A message appears asking you to restart your computer.
For your changes to take effect, choose the Restart Computer button.

For help with the dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Customizing Windows for International Use

You can customize Windows for Workgroups for working in different languages. The international options you specify are used by all Windows-based applications. These options include:

- Language.
- Keyboard layout.
- Measurement system.
- The character used to separate lists.
- Number, date, time, and currency formats.

To specify international options

- 1 In the Control Panel window, choose the International icon.
- 2 Open the Country list, and then select the country whose date, time, currency, and number formats you want to use.
- 3 Change any of the other options you want. To change the date, time, currency, or number formats for the selected country, choose the corresponding Change button, and then complete the dialog box.
- 4 Choose the OK button.

For help with the International and Format dialog boxes, choose the Help button or press F1 while using the dialog box.

Installing and Removing Fonts

Windows for Workgroups supports a variety of fonts that can determine the overall look and emphasis of your documents. You can make your documents easier to read, depending on which fonts you use.

For help with using fonts, choose one of the following tasks:

- [Adding Fonts](#)
- [Removing Fonts](#)
- [Setting TrueType Options](#)

Adding Fonts

By using the Fonts option, you can add screen, plotter, or TrueType fonts to your Windows-based applications.

To add fonts

- 1 In the Control Panel window, choose the Fonts icon.
The fonts already installed are listed in the Installed Fonts box.
- 2 Choose the Add button.
- 3 In the Add Fonts dialog box, select the font you want to add.
You can add more than one font at a time. You can also select all the fonts listed by choosing the Select All button.
If the font is not located in the current drive or directory, select the drive and directory where it is located. If the font you want to add is on someone else's computer, you can use the Network button to browse through and connect to shared directories on other computers.
- 4 If you are low on disk space and want to use the fonts directly from the directory (network or local) where they are located, without copying the font files to the Windows directory, clear the Copy Fonts To Windows Directory check box.
- 5 Choose the OK button.
- 6 In the Fonts dialog box, choose the Close button.

For help with the Fonts and Add Fonts dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Removing Fonts

If you are not using a font, you can remove it to free some memory for your applications. Removing a font deletes the font from the Installed Fonts list, but does not delete the font file from your hard disk, unless you specify otherwise.

Note: The MS Sans Serif font is used for most Windows dialog boxes. If you remove this font, the text in dialog boxes will be difficult to read.

To remove a font

- 1 In the Control Panel window, choose the Fonts icon.
- 2 Select the font that you want to remove. You can select several fonts at a time.
- 3 Choose the Remove button. A message appears, asking you to confirm your decision to remove the font.
- 4 If you want to delete the font file from the disk in addition to removing it from memory, select the Delete Font File From Disk check box.
- 5 Choose the Yes button, or, if you want to remove several fonts at the same time, choose the Yes To All button.
- 6 Choose the Close button.

For help with the Fonts dialog box, choose the Help button or press F1 while using the dialog box.

Setting TrueType Options

Windows for Workgroups supports the use of TrueType fonts. TrueType fonts are scalable fonts that appear in your printed document exactly as they appear on your screen. If you are not using TrueType fonts in your documents, you can turn them off to free memory for your applications.

If you are using only TrueType fonts, you can specify that you want to use TrueType fonts exclusively so that other fonts do not appear listed in your Windows-based applications. In either case, the font files will not be deleted from your hard disk.

To set TrueType options

- 1 In the Control Panel window, choose the Fonts icon.
- 2 Choose the TrueType button.
- 3 Select the options you want to use.
- 4 Choose the OK button.

If you change the Enable TrueType Fonts option, the change does not take effect until you restart Windows for Workgroups. A message appears, asking whether you want to restart Windows for Workgroups.

- 5 To restart Windows for Workgroups, choose the Restart Now button.

For help with the TrueType dialog box, choose the Help button or press F1 while using the dialog box.

Changing the System Date and Time

Using the Date/Time options, you can change your system's date and time. Date and time changes are recognized by Windows-based applications that use the system clock.

To change the date and time

- 1 In the Control Panel window, choose the Date/Time icon.
- 2 Select the part of the date or time you want to change, and then type a new value.
Or click the up or down arrow to increase or decrease the number by one.
- 3 Choose the OK button.

For help with the Date & Time dialog box, choose the Help button or press F1 while using the dialog box.

Changing Keyboard Options

Using the Keyboard option, you can customize your keyboard. You can adjust how long your computer waits after you press and hold down a key before it repeats that key, and how fast the key repeats when you hold it down.

To customize your keyboard

- 1 In the Control Panel window, choose the Keyboard icon.
- 2 Adjust and test the settings you want.
- 3 Choose the OK button.

For help with the Keyboard dialog box, choose the Help button or press F1 while using the dialog box.

Changing Pointing-Device Options

Using Control Panel, you can customize pointing devices, such as a mouse. For example, if you are using a mouse, you may be able to swap the right and left mouse button and adjust the double-click and tracking speeds.

The options you can set depend on the pointing device you are using. For information about these options, see the documentation that comes with your pointing device or use the Help feature, if available.

To customize your pointing device

- 1 In the Control Panel window, choose the icon for your pointing device.
- 2 Change any of the settings you want.
- 3 Choose the OK button.

Changing Serial-Port Settings

Using the Ports option, you can specify basic settings, such as the baud rate and data, parity, and stop bits for your serial ports. You can also specify advanced settings that determine the base I/O port address and the interrupt request line (IRQ) that Windows for Workgroups uses to send information to a serial port.

If you plan on using only serial ports COM1 and COM2, you may need to change only the basic settings. If you plan on using COM3 and COM4, you may also need to change the advanced settings.

For help with changing communications settings for serial ports, choose one of the following tasks:

- Specifying Basic Serial-Port Settings
- Specifying Advanced Serial-Port Settings

Specifying Basic Serial-Port Settings

Use the Settings dialog box to specify the baud rate, data bits, parity, stop bits, and flow-control settings for the selected serial port.

To specify serial-port settings

- 1 In the Control Panel window, choose the Ports icon.
- 2 Double-click the port you want to use.
Or press `TAB` to select the port, and then press `ALT+S` to choose the Settings button.
- 3 Change any settings you want.
- 4 Choose the OK button.
- 5 In the Ports dialog box, choose the Close button.

For help with the Settings dialog box, choose the Help button or press `F1` while using the dialog box.

See Also

[Specifying Advanced Serial-Port Settings](#)

Specifying Advanced Serial-Port Settings

Use the Advanced Settings dialog box to specify an base I/O port address and an interrupt request line (IRQ) for your serial port.

To set advanced port options

- 1 In the Control Panel window, choose the Ports icon.
- 2 Double-click the port you want to use.
Or press `TAB` to select the port, and then press `ALT+S` to choose the Settings button.
- 3 Choose the Advanced button.
- 4 Change the base I/O port address if your serial-port hardware uses address values other than the values that Windows for Workgroups detects.
- 5 If you are using a computer that cannot access COM1 and COM3 or COM2 and COM4 simultaneously, and you want to use these ports, specify a unique IRQ number for each port.
- 6 Choose the OK button.
Any changes you make will not take effect until you restart Windows for Workgroups.
- 7 To make your changes take effect now, choose the Restart Now button.

For help with the Settings and Advanced Settings dialog boxes, choose the Help button or press `F1` while using the dialog boxes.

See Also

[Specifying Basic Serial-Port Settings](#)

Optimizing Windows for 386 Enhanced Mode

When Windows-based applications and MS-DOS--based applications are running simultaneously in 386 enhanced mode, they may request to use the same device (such as a printer or modem) at the same time. You can specify options that determine how Windows for Workgroups handles these requests.

You can also specify how Windows for Workgroups allocates processor time and memory to each of the applications and change the settings for swap files.

For help with optimizing Windows for Workgroups for 386 enhanced mode, choose one of the following tasks:

- Managing Device Requests and Allocating System Resources
- Changing Swap-File Settings

Managing Device Requests and Allocating System Resources

To specify how Windows for Workgroups manages device requests and allocates system resources

- 1 In the Control Panel window, choose the 386 Enhanced icon.
- 2 Select the port connected to the device you want to control.
- 3 Select the settings you want for Device Contention and Scheduling.
- 4 Choose the OK button.

For help with the 386 Enhanced dialog box, choose the Help button or press F1 while using the dialog box.

Changing Swap-File Settings

You can change the drive location, size, and type of the swap file. These settings control how your system uses virtual memory.

Generally, you should leave these settings at their default values. However, there might be times when you want to change the settings. For example, if you work with an application that requires a large amount of memory, you might want to create a larger swap file.

To change swap-file settings

- 1 From Control Panel, choose the 386 Enhanced icon.
- 2 Choose the Virtual Memory button.
The Virtual Memory dialog box appears, displaying the current settings.
- 3 Choose the Change button.
- 4 Change the appropriate settings.
- 5 Choose the OK button.
- 6 In the 386 Enhanced dialog box, choose the OK button.

For help with the Virtual Memory dialog box, choose the Help button or press F1 while using the dialog box.

Controlling Sound

Control Panel provides several options for controlling how sound works in Windows for Workgroups. With these options, you can assign different sounds to system and application events, and specify settings for devices that support MIDI.

To use sound in Windows for Workgroups, the sound drivers that control your sound devices must be installed and configured for your system.

For help on using the Windows for Workgroups sound features, choose one of the following tasks:

- [Installing Device Drivers](#)
- [Assigning Sounds to Events](#)
- [Changing MIDI Settings](#)

Installing and Removing Device Drivers

When adding a new device to your system, you need to install a driver for that device. Most devices come with the appropriate drivers. In addition, Windows for Workgroups supplies sound drivers for common sound devices, such as sound cards. If you do not have a driver for your device, contact your device manufacturer.

Note: You cannot install an updated version of a driver that is already installed on your system until you remove the old driver. If you do not remove the old driver, you will receive an error message while attempting to install the new driver.

For help installing or removing a driver, choose one of the following tasks:

- [Installing Device Drivers](#)
- [Removing Device Drivers](#)

If you are installing a printer, you need to use the Printers option to install the printer driver. For more information, see [Installing and Configuring Printers](#).

If you are installing a network adapter, you need to use the Network option to install the network-adapter driver. For more information, see [Setting Up a Network Adapter](#).

Installing Device Drivers

To install a new driver

- 1 In the Control Panel window, choose the Drivers icon.
- 2 In the Drivers dialog box, choose the Add button. The drivers listed in the Add dialog box are those supplied by Windows for Workgroups.
- 3 In the List Of Drivers box, select the device you want to install.

If the device is not listed, select Add Unlisted Or Updated Driver.

- 4 Choose the OK button.
- 5 Insert the disk with the driver in drive A, or type a drive letter and directory path in the text box.

You can also use the Browse button to find and select the drive and directory where the driver file is located. When you finish using the Browse dialog box, choose the OK button.

- 6 In the Install Drivers dialog box, choose the OK button.

If you are installing a driver not included with Windows for Workgroups, the Unlisted Or Updated Drivers dialog box appears, listing your drivers. Select the driver you want, and then choose the OK button.

If the driver requires specific settings to work properly with Windows for Workgroups, a setup dialog box appears.

- 7 Select the settings required by the driver.

It is important that the settings you specify do not conflict with the settings used by other devices installed on your system, such as a mouse or network adapter. For example, the interrupts used by each device must be unique. See the manuals for your devices to determine the settings they are using. Then see the manual that came with the device you are configuring for information about its settings.

- 8 Choose the OK button.

When you install a driver, Windows for Workgroups installs any additional related drivers automatically. These drivers may also require settings. In this case, other setup dialog boxes may appear.

- 9 Repeat steps 7 and 8 until all related drivers have been configured.

The new driver and any changed driver settings may not take effect until you restart Windows for Workgroups. A dialog box may appear, asking whether you want to restart Windows for Workgroups.

- 10 Choose the Restart Now button if you want the new driver to take effect immediately. For help with the Drivers, Add, Install, Browse, and Add Unlisted Or Updated Drivers dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Removing Device Drivers

If you are no longer using a device, you can remove its driver from the Installed Drivers list in the Drivers dialog box. Removing a driver from the list does not remove the driver file from your hard disk. If you find that you want to use the same device later on, you can install the driver again.

Caution: The drivers that are automatically installed during Setup are required by your system. If you remove one of these drivers, your system may not work properly.

To remove a driver

- 1 In the Control Panel window, choose the Drivers icon.
- 2 In the Drivers dialog box, select the driver you want to remove.
- 3 Choose the Remove button.
A dialog box appears, asking you to confirm your decision to remove the driver.
- 4 Choose the Yes button.
The driver is removed from the list.
- 5 In the Drivers dialog box, choose the Close button.
A dialog box appears, asking whether you want to restart Windows for Workgroups.
- 6 Choose the Restart Now button if you want the removal to take effect immediately.

Assigning Sounds to Events

You can assign sounds to different system and application events. For example, you can select a sound to play whenever you start Windows for Workgroups. You can also turn sounds and the warning beep on or off.

The sounds you can assign are stored in files that have the .WAV extension.

Note: If you do not have a sound card installed, you cannot assign sounds. In this case, the lists of events and sounds are dimmed.

To assign sounds to events

- 1 In the Control Panel window, choose the Sound icon.
- 2 In the Events list, select the event that you want to assign a sound to.
- 3 In the Files list, select the sound file you want to use. If you do not want to assign a sound to the event, select None.
- 4 To hear the sound, choose the Test button or double-click the event or filename.
- 5 To turn the warning beep and all sounds except for those assigned to Windows Exit and Windows Start on or off, select or clear the Enable System Sounds check box.
- 6 When you are finished, choose the OK button.

For help with the Sound dialog box, choose the Help button or press F1 while using the dialog box.

Changing MIDI Settings

If you are using sound devices with MIDI capabilities, such as a synthesizer or MIDI card, you can specify MIDI settings for your device. Windows for Workgroups uses these settings when playing MIDI information to the device.

After connecting a synthesizer to your computer or installing a sound or MIDI card, you need to select the MIDI setup for your card or synthesizer. MIDI setups include key maps, patch maps, and channel mappings that ensure that MIDI information plays accurate sounds on your MIDI device. Windows for Workgroups provides several MIDI setups to choose from. If a setup is not available for your MIDI device, you may need to create one.

For help with using MIDI setups, choose one of the following tasks:

- Selecting a MIDI Setup
- Creating a MIDI Setup
- Editing Setups, Patch Maps, and Key Maps
- Deleting Setups, Patch Maps, and Key Maps

Selecting a MIDI Setup

If you are using an application, such as Media Player, that uses MIDI setups to play MIDI files, you need to select the MIDI setup for the synthesizer you are using.

To select a MIDI setup

- 1 In the Control Panel window, choose the MIDI Mapper icon.
- 2 In the MIDI Mapper dialog box, open the Name list, and then select the setup you want to use.
- 3 Choose the Close button.

For help with the MIDI Mapper dialog box, choose the Help button or press F1 while using the dialog box.

Note: For a MIDI setup to take effect, the application you are using to play MIDI files or send MIDI information must use the MIDI Mapper. Also, the application must send patch-select messages or a MIDI file must include them. MIDI files authored for Windows for Workgroups meet these requirements. Check your application's documentation or contact the vendor of your MIDI files if you are not sure.

Creating a MIDI Setup

If you are using a MIDI synthesizer for which Windows for Workgroups does not provide a MIDI setup, you need to create one.

Before creating a MIDI setup, set up the synthesizer to receive MIDI messages on multiple MIDI channels and determine whether your synthesizer is a base-level synthesizer or an extended-level synthesizer, or is capable of playing general MIDI files. For more information about the capabilities of your synthesizer, see your synthesizer manual.

There are several steps involved in creating a new MIDI setup. You need to perform these steps in the following order:

- Create a key map.
- Create patch maps.
- Specify channel mappings.

Note: To use the MIDI Mapper option, you should have a basic understanding of MIDI concepts and terminology. It is recommended that you not use the MIDI Mapper to create MIDI setups unless you are experienced with MIDI and understand the results of the changes you make.

Creating Key Maps

If you are creating a MIDI setup for a synthesizer that does not use the General MIDI key definitions, you need to create a new key map for percussion instruments. If the synthesizer plays certain sounds at registrations that differ from General MIDI definitions (for example, playing a patch a fifth higher than General MIDI specifies), you may also need to create a melodic key map for registration changes.

To create a key map

- 1 In the Control Panel window, choose the MIDI Mapper icon.
- 2 In the Show area of the MIDI Mapper dialog box, select the Key Maps option.
- 3 Choose the New button.
- 4 In the New MIDI Key Map dialog box, type a name and a description for the new key map in the text boxes.
- 5 Choose the OK button.
- 6 In the MIDI Key Map dialog box, specify the destination keys required by your synthesizer.
- 7 Choose the OK button.
- 8 Choose the Yes button to confirm the changes.

For help with the MIDI Mapper, New MIDI Key Map, and MIDI Key Map dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Next Step

Create patch maps.

Creating Patch Maps

If your synthesizer's patch list differs from the General MIDI patch definitions, you need to create two patch maps: one for melodic instruments and one for percussion instruments.

To create a patch map

- 1 If you are not already in the MIDI Mapper dialog box, choose the MIDI Mapper icon in the Control Panel window.
- 2 In the Show area of the MIDI Mapper dialog box, select the Patch Maps option.
- 3 Choose the New button.
- 4 In the New MIDI Patch Map dialog box, type a name and description for the new patch map in the text boxes.
- 5 Choose the OK button.
- 6 If the patch numbers for your synthesizer start at 1 rather than at 0, choose the 1 Based Patches button in the MIDI Patch Map dialog box.
- 7 Assign a destination patch, volume level, and keymap to the source patches.
- 8 When you are finished, choose the OK button.
- 9 Choose the Yes button to confirm the changes.
- 10 To create the second patch map, repeat steps 3 through 9.

For help with the MIDI Mapper, New Patch Map, and MIDI Patch Map dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Next Step

Specify channel mappings.

Specifying Channel Mappings

Once you have created the patch maps and key maps required by your synthesizer, you can specify the channel mappings for the new MIDI setup.

The MIDI Mapper lists 16 channels. However, not all synthesizers can use all channels. Base-level synthesizers use source channels 13 through 16. Channels 13 through 15 are the melodic channels and 16 is the percussive channel. Extended-level synthesizers use source channels 1 through 10. Channels 1 through 9 are the melodic channels and 10 is the percussive channel.

To specify the channel mapping

- 1 If you are not already in the MIDI Mapper dialog box, choose the MIDI Mapper icon in the Control Panel window.
- 2 In the Show area of the MIDI Mapper dialog box, select the Setups option.
- 3 Choose the New button.
- 4 In the New MIDI Setup dialog box, type a name and description for the new setup in the text boxes.
- 5 Choose the OK button.
- 6 In the MIDI Setup dialog box, specify a destination channel, a port name, and a patch map for each source channel used by your synthesizer.
- 7 Choose the Yes button to confirm the changes.
- 8 In the MIDI Mapper dialog box, choose the OK button.

For help with the MIDI Mapper, New Setup, and MIDI Setup dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Editing Setups, Patch Maps, and Key Maps

You can edit the patch maps, key maps, and channel mapping for an existing MIDI setup. Generally you should not need to do this, unless you are not getting the sounds you expect, or you want to use a setup provided by Windows for Workgroups and the setup specifies different port assignments than those used by your synthesizer.

To edit patch maps, key maps, or channel mapping

- 1 In the Control Panel window, choose the MIDI Mapper icon.
- 2 In the Show area of the MIDI Mapper dialog box, select the Setups, Patch Maps, or Key Maps option, depending on the type of map you want to edit.
- 3 Open the Name list, and then select the name of the channel mapping, patch map, or key map you want to edit.
- 4 Choose the Edit button.
- 5 In the dialog box, make any changes you want.
- 6 Choose the OK button.
- 7 Choose the Yes button to confirm your changes.
- 8 In the MIDI Mapper dialog box, choose the Close button.

For help with the MIDI Mapper or editing dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Deleting Setups, Patch Maps, and Key Maps

If you are not using a particular patch map, key map, or MIDI setup, you can delete it. You cannot delete the current setup (the setup that is listed in the Name box when the MIDI Mapper dialog box first appears), a key map that is used in a patch map or a patch map that is used in a MIDI setup. Before deleting key maps and patch maps, make sure that an existing patch map or setup does not reference the key map or patch map you want to delete.

To delete a setup, patch map, or key map

- 1 In the Control Panel window, choose the MIDI Mapper icon.
- 2 In the Show area of the MIDI Mapper dialog box, select the Setups, Patch Maps, or Key Maps option, depending on the type of map you want to delete.
- 3 Open the Name list, and then select the name of the setup, patchmap, or keymap you want to delete.
- 4 Choose the Delete button.
- 5 Choose the Yes button to confirm the deletion.
- 6 In the MIDI Mapper dialog box, choose the Close button.

For help with the MIDI Mapper dialog box, choose the Help button or press F1 while using the dialog box.

Color

By using the Color option, you can change the colors of Windows screen elements.

Choose one of the following buttons for information about the dialog box:

- [Color Schemes](#)
- [Save Scheme](#)
- [Remove Scheme](#)
- [Sample Screen](#)
- [Color Palette Button](#)

When you choose the Color Palette button, the Color dialog box expands, displaying these additional options:

- [Screen Element](#)
- [Basic Colors](#)
- [Custom Colors](#)
- [Define Custom Colors Button](#)

See Also

[Using Existing Color Schemes](#)

[Changing Existing Color Schemes](#)

Save Scheme

Use this dialog box to save the changes you have made to the selected color scheme, or to save a new color scheme you have created.

► To change the selected color scheme, leave the text box as it is, and then choose the OK button.

To create a new color scheme, type a name for your scheme in the text box, and then choose the OK button.

See Also

[Changing Existing Color Schemes](#)

Custom Color Selector

Use this dialog box to create a color and add it to the Custom Colors palette. You create a color by adjusting its hue, saturation, and luminosity or by specifying its red, green, and blue values.

Choose one of the following buttons for information about the dialog box:

- [Color Refiner Box](#)
- [Luminosity Bar](#)
- [Color/Solid Box](#)
- [Hue, Sat, Lum](#)
- [Red, Green, Blue](#)
- [Add Color Button](#)

See Also

[Creating Your Own Colors](#)


Date/Time

By using the Date/Time option, you can change the date and time of your system's clock. The format of the date and time is set with the Short Date and Time Format options in the International settings dialog box.

It is important that your system date and time are always accurate. Many applications, including File Manager, Clock, and Calendar, use your system date and time to record important information.

Choose one of the following buttons for information about the dialog box:

 [Date](#)

 [Time](#)

See Also

[Changing the System Date and Time](#)

Desktop

By using the Desktop option, you can change the look of your desktop. For example, you can specify a background pattern or wallpaper, a screen saver, the cursor blink rate, icon spacing, grid size, and border width.

Choose one of the following buttons for information about the Desktop dialog box:

- Pattern
- Applications
- Screen Savers
- Wallpaper
- Icons
- Sizing Grid
- Cursor Blink Rate

Screen Savers

Use these options to select and customize a screen saver to display while you are not actively using Windows. Windows for Workgroups provides several screen savers that you can use.

Choose one of the following buttons for information about the screen-saver options:

- Name
- Delay
- Test Button
- Setup Button

Pattern

Use this option to select a pattern as the desktop background. Windows for Workgroups provides several patterns for you to choose from.

- ▶ Open the Name list, and then select the pattern you want to use.
If you are using a mouse, you can change an existing pattern or create your own.
- ▶ To edit or create a pattern, choose the Edit Pattern button, and then complete the Edit Pattern dialog box.

Applications

Use this option to turn fast application-switching on or off.

- ▶ Select the Fast "Alt+Tab" Switching check box to turn on fast task-switching. When fast application-switching is active, you can use the ALT+TAB keys to view and switch among applications quickly.
- Press and hold down ALT and press TAB repeatedly to display the name of the next application Windows for Workgroups will switch to. When you reach the name of the application you want to use, release ALT+TAB to switch to that application. If the application is running as an icon, it is restored. If, while pressing ALT+TAB, you want to return to your original application, do the following:
 - Keep holding down ALT, and then press ESC.

Wallpaper

Use this option to change the desktop background to a wallpaper bitmap. For wallpapers, you can use bitmaps created by Paintbrush or any other painting application that produces .BMP files.

- Open the File list, and then select the wallpaper file you want to use. Use the Center or Tile option to position the wallpaper on your screen.
- Select Center to position the wallpaper in the center of your screen.
- If you selected a small wallpaper bitmap that is easily hidden by application windows, select Tile. This option repeats the bitmap as many times as is necessary to cover the entire screen.

Icons

Use this option to specify spacing between icons and whether the icon title wraps.

- In the Spacing box, click the up or down arrow to increase or decrease the number by one. Or type a number.
Icon spacing is measured in pixels, or pels. The maximum value you can specify is 512 pixels.
- Select the Wrap Title check box to wrap the icon descriptions onto another line.

Sizing Grid

Use the options in the Sizing Grid area to specify the width of window borders and to set the spacing of the invisible grid that Windows for Workgroups uses to line up windows and icons on the desktop.

Choose one of the following buttons for information about the options in this area:

- [Granularity](#)
- [Border Width](#)

Cursor Blink Rate

Use this option to specify how fast the text cursor blinks.

- Drag the scroll box toward Fast or Slow to increase or decrease the cursor blink rate. Or use the RIGHT and LEFT ARROW keys.

Edit Pattern

Use the Edit Pattern dialog box to create a new pattern or change or remove existing patterns.

Choose one of the following buttons for information about the dialog box:

- Name
- Editing Cell
- Add Button
- Change Button
- Remove Button

Note: You must use a mouse to change or create patterns. You cannot do this with the keyboard.

Marquee Setup

Use this dialog box to change the settings for the Marquee screen saver. The Marquee screen saver displays a line of moving text across the screen. You specify the text you want displayed. As you change settings, your changes appear in the Text Example box.

Choose one of the following buttons for information about the dialog box:

- Position
- Background Color
- Speed
- Text
- Password Options
- Format Text Button

Format Text

Use the Format Text dialog box to change the font used in the Marquee screen-saver text.

Choose one of the following buttons for information about the dialog box:

- Font
- Font Style
- Size
- Effects
- Color
- Sample

Mystify Setup

Use this dialog box to change the settings for the Mystify screen saver. The Mystify screen saver displays shapes on the screen in colors that you specify.

Choose one of the following buttons for information about the dialog box:

- [Shape](#)
- [Active](#)
- [Lines](#)
- [Colors to Use](#)
- [Password Options](#)
- [Clear Screen](#)

Starfield Simulation Setup

Use this dialog box to change the settings for the Starfield Simulation screen saver. The Starfield Simulation screen saver displays stars that move at a speed you specify.

Choose one of the following buttons for information about the dialog box:

- [Warp Speed](#)
- [Starfield Density](#)
- [Password Options](#)

Change Password

Use this dialog box to set a password for the screen saver.

Choose one of the following buttons for more information about the dialog box.

- Old Password
- New Password
- Retype New Password

Fonts

Use the Fonts option to add fonts to and remove fonts from your Windows applications, and to set TrueType options.

Choose one of the following buttons for information about the dialog box:

- [Installed Fonts](#)
- [Sample](#)
- [Add Button](#)
- [Remove Button](#)
- [TrueType Button](#)

See Also

[Adding Fonts](#)

[Removing Fonts](#)

[Setting TrueType Options](#)

TrueType

Use this dialog box to specify whether to use TrueType fonts and whether to use them exclusively.

If you are not using certain fonts in your documents, turning them off frees memory for your applications. Turning off fonts does not remove them from your system.

The TrueType options include the following:

- Enable TrueType Fonts
- Show Only TrueType Fonts in Applications

See Also

Setting TrueType Options

Add Fonts

Use this dialog box to add additional screen or TrueType fonts that you might purchase or receive with another application.

Choose one of the following buttons for information about the dialog box:

- List of Fonts
- Directories
- Drives
- Copy Fonts to Windows Directory
- Select All Button
- Network Button

See Also

Adding Fonts

International

By using the International option, you can specify international settings for applications that use these settings.

Choose one of the following buttons for information about the dialog box:

- [Country](#)
- [Language](#)
- [Keyboard Layout](#)
- [Measurement](#)
- [List Separator](#)
- [Date Format](#)
- [Currency Format](#)
- [Time Format](#)
- [Number Format](#)

See Also

[Customizing Windows for International Use](#)

Date Format

Use the Date Format dialog box to specify the date format used in Windows-based applications.

Short Date Format

The short date format displays the date as three numbers, representing month, day, and year--for example, 10/07/92.

The Short Date Format area includes the following areas:

- Order
- Separator
- Day Leading Zero
- Month Leading Zero
- Century

Long Date Format

The long date format displays the date as a combination of words and numbers--for example, Monday, October 14, 1992.

The Long Date Format area includes the following areas:

- Order
- Day of the Week
- Month
- Day of the Month
- Year
- Separators (3)

Time Format

Use the Time Format dialog box to specify the time format for Windows-based applications.

Choose one of the following buttons for information about the dialog box:

- 12 Hour or 24 Hour
- Separator
- Leading Zero

Number Format

Use this dialog box to specify the format for displaying numbers in Windows-based applications.

Choose one of the following buttons for information about the dialog box:

- 1000 Separator
- Decimal Separator
- Decimal Digits
- Leading Zero

Currency Format

Use this dialog box to specify the format for displaying currency in Windows-based applications.

Choose one of the following buttons for information about the dialog box:

- Symbol Placement
- Negative
- Symbol
- Decimal Digits

Keyboard

By using the Keyboard option, you can specify how long your computer waits after you press and hold down a key to repeat that key, and how fast the key repeats.

Choose one of the following buttons for information about the dialog box:

- [Delay Before First Repeat](#)
- [Repeat Rate](#)
- [Test](#)

See Also

[Changing Keyboard Options](#)

Mouse

By using the Mouse option, you can change the options for your mouse.

Choose one of the following buttons for information about the dialog box:

- [Mouse Tracking Speed](#)
- [Double Click Speed](#)
- [Swap Left/Right Buttons](#)
- [Mouse Trails](#)

See Also

[Changing Pointing-Device Options](#)

Ports

By using the Ports option, you can specify the communications settings for the serial (COM) port you select.

- Double-click the serial port you want to specify settings for. Or press the TAB key to select it, and then press ALT+S.

See Also

[Changing Serial-Port Settings](#)

Port Settings

Use this dialog box to specify the communications settings for the selected serial (COM) ports.

Choose one of the following buttons for information about the dialog box:

- Baud Rate
- Data Bits
- Parity
- Stop Bits
- Flow Control
- Advanced Button

See Also

[Specifying Basic Serial-Port Settings](#)

Advanced Port Settings

Use this dialog box to specify the base I/O port address and the interrupt request line (IRQ) for the selected port.

Choose one of the following buttons for information about the dialog box:

- Base I/O Port Address
- Interrupt Request Line (IRQ)

The changes you make in this dialog box do not take effect until you restart Windows for Workgroups. When you choose the OK button, a dialog box appears, asking whether you want to restart Windows for Workgroups.

- To restart Windows for Workgroups, choose the Restart Now button.
To stay in your current Windows for Workgroups session, choose the Don't Restart Now button.

See Also

[Specifying Advanced Serial Port Settings](#)

Network Settings

Use the Network option to change how your computer interacts with other computers and with other network software.

Many of the changes you make to network settings do not take effect until you restart your computer. You may want to save your files before making changes.

Note: The options in the Network Settings dialog box are specific to Windows for Workgroups. Additional options may appear if you are using an additional network.

Choose one of the following buttons for information about the dialog box:

- [Computer Name](#)
- [Workgroup](#)
- [Comment](#)
- [Enable Sharing](#)
- [Performance Priority](#)
- [Adapters Button](#)
- [Logon Button](#)
- [Networks Button](#)
- [Password Button](#)

See Also

[Changing Your Computer Name, Description, and Workgroup](#)

[Changing Your Logon Password](#)

[Logging On and Off](#)

[Running Applications or Sharing Resources Faster](#)

[Setting Up a Network Adapter](#)

[Specifying Logon Options](#)

[Using Additional Networks](#)

Network Adapters

Use this dialog box to add, remove, or configure a driver for a network adapter installed in your computer.

Any changes you make to network-adapter drivers do not take effect until you choose the OK button in the Network Settings dialog box and then restart your computer. You may want to save your files before adding, removing, or changing the settings for network-adapter drivers.

Choose one of the following buttons for information about the dialog box:

- [Network Adapters In Use](#)
- [Add Button](#)
- [Remove Button](#)
- [Setup Button](#)

See Also

[Adding a Network Adapter](#)

[Removing a Network Adapter](#)

[Setting Network-Adapter Options](#)

Install New Network Adapter

Use this dialog box to install one of the network-adapter drivers provided by Windows for Workgroups.

- Select the name of your network adapter from the list box, and then choose the OK button. If your network adapter is not listed, select Unlisted Or Updated Network Adapter. If the driver for the network adapter requires additional settings to work properly with Windows for Workgroups, a setup dialog box appears in which you must specify at least one of the following three settings: interrupt (IRQ), base I/O port address, and base memory address. In the setup dialog box, specify the settings as described in the manual for your network adapter.

Unlisted Or Updated Network Adapter

Use this dialog box to install a network-adapter driver on the disk you inserted, or on the drive and in the directory you specified in the Install Driver dialog box.

This dialog box has the following area:

Unlisted Or Updated Network Adapter

- Select the name of the network adapter you want to install, and then choose the OK button.

If the driver for the network adapter requires additional settings to work properly with Windows for Workgroups, a setup dialog box appears in which you must specify at least one of the following three settings: interrupt (IRQ), base I/O port address, and base memory address. In the setup dialog box, specify the settings as described in the manual for your network adapter.

Network Adapter Setup

Use this dialog box to specify the interrupt (IRQ), base I/O port address, and base memory address settings your network adapter uses. In most cases, Windows for Workgroups is able to detect these settings. If you are not sure which settings to use, then choose the OK button to use the default settings.

If "Automatic" or "Unused" appears next to the option, the setting for the option is built into your network adapter, determined by the driver, or not applicable for your network adapter. You cannot change these settings.

Note: It is important that the settings your network adapter uses do not conflict with the settings used by other devices or memory managers installed on your system. For information about the settings your devices use, refer to the manual that comes with your device.

Choose one of the following buttons for information about the dialog box:

- Advanced Button
- Base I/O Port
- Base Memory Address
- Interrupt (IRQ)
- Protocols Button

See Also

Setting Basic Network-Adapter Options

Advanced Network-Adapter Setup

Use this dialog box to specify protocol settings and any advanced options that you want your network adapter to use (for example, the size of certain buffers and whether the network adapter uses thin or thick Ethernet). The changes you make to these settings are stored in the PROTOCOL.INI initialization file.

Choose one of the following buttons for information about the dialog box:

- Advanced Protocol (or Network-Adapter) Settings
- Revert Button
- Set Button
- Settings Area

See Also

Changing Protocol Settings

Setting Advanced Network-Adapter Options

Protocol Used

Use this dialog box to specify the protocols and protocol settings you want your network adapter to use. You can use a total of eight protocols, with no more than four for each network adapter. If you want to use more than four protocols, you must install another network adapter.

Choose one of the following buttons for information about the dialog box:

- [Protocols In Use](#)
- [Remove Button](#)
- [Available Protocols](#)
- [Settings Button](#)
- [Add Button](#)

See Also

[Adding a Network Adapter](#)

[Adding a Protocol](#)

[Changing Protocol Settings](#)

[Removing a Protocol](#)

Unlisted Or Updated Protocol

Use this dialog box to select additional protocols that are found on the disk you inserted, or on the drive and in the directory you specified in the Install Driver dialog box.

This dialog box has the following area:

List of Protocols

- Select the protocol you want to use, and then choose the OK button.

Logon Settings

Use this dialog box to log on or off, to choose not to log on when you start Windows for Workgroups, and to change the default logon name. Logging off is useful if several people use your computer. You can log off so that someone else can log on.

Note: If you are logged off and you try to connect to a resource, a message appears asking you if you want to log on. You must log on before you can connect to shared resources.

Choose one of the following buttons for information about the dialog box:

- [Logon Status](#)
- [Default Logon Name](#)
- [Log On At Startup](#)

See Also

[Changing Your Logon Password](#)

[Logging On and Off](#)

[Specifying Logon Options](#)

Compatible Networks

If you are using an additional network with Windows for Workgroups, use this dialog box to add support for the network you are using and to specify its settings.

Support or settings for an additional network do not take effect until you choose the OK button in the Network Settings dialog box and then restart your computer. You may want to save your files before adding or removing support, or before changing settings for an additional network.

Choose one of the following buttons for information about the dialog box:

- [Available Network Types](#)
- [Other Networks In Use](#)
- [Add Button](#)
- [Remove Button](#)
- [Settings Button](#)

See Also

[Adding Support for an Additional Network](#)

[Removing Support for an Additional Network](#)

[Setting Options for an Additional Network](#)

Unlisted Or Updated Network

Use this dialog box to install additional network drivers that are found on the disk you inserted, or on the drive and in the directory you specified in the Install Driver dialog box.

This dialog box has the following area:

List of Networks

- Select the name of the network type you want to install, and then choose the OK button.

LAN Manager Settings

Use this dialog box to log on to a LAN Manager domain when you start Windows for Workgroups. This is useful if you want to gain access to LAN Manager servers that have user-level security. When you log on to a LAN Manager domain, LAN Manager validates the password you supply for the domain you select.

The changes you make in this dialog box take effect the next time you log on.

Choose one of the following buttons for information about the dialog box:

- Log On to LAN Manager Domain
- Domain Name
- Set Password Button

Printers

By using the Printers option, you can install and remove printers, change printing settings, and select the printer you want to use as the default printer.

Choose one of the following buttons for information about the dialog box:

- [Default Printer](#)
- [Installed Printers](#)
- [Use Print Manager](#)
- [Connect Button](#)
- [Setup Button](#)
- [Remove Button](#)
- [Add Button](#)

When you choose the Add button, the Printers dialog box expands, displaying these additional options:

- [List of Printers](#)
- [Install Button](#)

See Also

[Installing and Configuring a Printer](#)

Connect

Use this dialog box to assign a port to the selected printer, specify timeout options, and to connect to a network printer.

Choose one of the following buttons for information about the dialog box:

- Ports
- Device Not Selected
- Transmission Retry
- Settings Button
- Network Button
- Fast Printing Direct to Port

See Also

[Assigning a Printer Port](#)

[Changing the Timeout Settings](#)

Unlisted Printers

This dialog box lists additional printers on the supplemental printer disk.

This dialog box contains the following area:

List of Printers

- Select the printer you want to install. Choose the Install button to install the printer, and then choose the Close button to return to the Printers dialog box.

Browse

Use this dialog box to find and select the drive and directory where the driver file is located.

This dialog box has the following areas:

Drives

- Open the list, and then select the drive that contains the driver file. The Directories list displays the directories on the selected drive.

Directories

- Open the list, and then select the directory that contains the driver file.

Network Button

- Choose this button to display the Connect Network Drive dialog box. Use this dialog box to connect to a server or shared directory that contains the driver file.

Sound

Use the Sound option to assign sounds to system and application events and to turn the Windows [warning beep](#) and system sounds on or off. You can assign sounds only if you have a sound card installed in your computer. If you don't have a sound card installed, the lists of sounds and events appear dimmed.

Choose one of the following buttons for information about the dialog box:

- [Events](#)
- [Files](#)
- [Enable System Sounds](#)
- [Test Button](#)

See Also

[Assigning Sounds to Events](#)

MIDI Mapper

You can use the MIDI Mapper option to select a MIDI setup for a sound device, create a new setup, or edit existing [key maps](#), [patch maps](#), and channel mappings. Windows for Workgroups supplies MIDI setups for the sound devices it supports.

Choose one of the following buttons for information about the dialog box:

- [Show](#)
- [Name](#)
- [Delete Button](#)
- [Edit Button](#)
- [New Button](#)

Note: Do not use the MIDI Mapper option to create or edit MIDI setups unless you have a basic understanding of MIDI concepts and terminology and understand the results of the changes you make.

See Also

[Selecting a MIDI Setup](#)

[Creating a MIDI Setup](#)

[Editing Setups, Key Maps, and Patch Maps](#)

[Deleting Setups, Key Maps, and Patch Maps](#)

MIDI Setup

Use this dialog box to specify channel mappings for a new or existing MIDI setup.

Choose one of the following buttons for information about the dialog box:

- [Src Chan](#)
- [Dest Chan](#)
- [Port Name](#)
- [Patch Map Name](#)
- [Active](#)

See Also

[Editing Setups, Key Maps, and Patch Maps](#)

[Specifying Channel Mappings](#)

MIDI Patch Map

Use this dialog box to edit or create a [patch map](#). If you are creating a new MIDI setup for a synthesizer whose patch list differs from the [General MIDI](#) patch definitions, you need to create two patch maps: one for melodic instruments and one for percussion instruments.

Choose one of the following buttons for information about the dialog box:

- [1 Or 0 Based Patches Button](#)
- [Src Patch](#)
- [Src Patch Name](#)
- [Dest Patch](#)
- [Volume %](#)
- [Key Map Name](#)

See Also

[Creating Patch Maps](#)

[Editing Setups, Patch Maps, and Key Maps](#)

MIDI Key Map

Use this dialog box to edit or create a [key map](#). If you are creating a new MIDI setup for a synthesizer whose percussion key definitions differ from [General MIDI](#), you need to create a key map for percussion instruments.

If your synthesizer plays certain sounds at registrations that differ from General MIDI definitions (for example, if your synthesizer plays a patch a fifth higher than General MIDI specifies) you may also need to create a key map for registration changes.

Choose one of the following buttons for information about the dialog box:

- [Src Key](#)
- [Src Key Name](#)
- [Dest Key](#)

See Also

[Creating Key Maps](#)

[Editing Setups, Patch Maps, and Key Maps](#)

New MIDI Setup

Use this dialog box to specify a name and a description for the MIDI setup you want to create.

This dialog box has the following areas:

Name

- Type a name for the setup in this box. The name can be up to 15 characters long.

Description

- Type a description of the setup in this box. The description can be up to 31 characters long.

When you choose the OK button, a dialog box appears in which you can specify the channel mapping for the new setup.

New MIDI Patch Map

Use this dialog box to specify a name and a description for the patch map you want to create.

This dialog box has the following areas:

Name

- Type a name for the patch map in this box. The name can be up to 15 characters long.

Description

- Type a description of the patch map in this box. The description can be up to 31 characters long.

When you choose the OK button, a dialog box appears in which you can specify the settings for the new patch map.

New MIDI Key Map

Use this dialog box to specify a name and a description for the key map you want to create.

This dialog box has the following areas:

Name

- Type a name for the key map in this box. The name can be up to 15 characters long.

Description

- Type a description of the key map in this box. The description can be up to 31 characters long.

When you choose the OK button, a dialog box appears in which you can specify the settings for the new key map.

Drivers

Use the Drivers option to install, remove, and configure drivers that control additional devices, such as sound cards and video players, that you add to your system.

Choose one of the following buttons for information about the dialog box:

- [Installed Drivers](#)
- [Add Button](#)
- [Remove Button](#)
- [Setup Button](#)

See Also

[Installing and Removing Device Drivers](#)

Add

Use this dialog box to install a new driver.

This dialog box has the following area:

List of Drivers

The drivers supplied by Windows for Workgroups are shown in this list. When you purchase a new device, the appropriate drivers should be included with your device. Contact your sound-device manufacturer if you do not have a driver for your device.

- Select the driver you want to install. If the driver is not listed, select Add Unlisted Or Updated Driver.

A dialog box will appear, prompting you to insert the disk that contains the driver file.

Install Driver

This dialog box prompts you for the disk or the drive and directory where driver information or a driver file for your software or hardware device is located.

- Type the appropriate drive letter and directory path in the text box. If the driver file or information is located on a floppy disk, insert the disk in drive A, and then choose the OK button.

If you are not sure where the driver file or information is located (for example, if you want to use a driver that is located on a network drive and you are not sure which directory it is in), choose the Browse button to locate and select the drive and directory.

Add Unlisted or Updated Drivers

This dialog box lists additional multimedia device drivers that are found on the disk you inserted or on the drive and in the directory you specified in the Install Driver dialog box.

This dialog box has the following area:

List of Drivers

- Select the driver you want to install, and then choose the OK button. If the driver requires additional settings to work properly with Windows for Workgroups, a setup dialog box appears. In the setup dialog box, specify the settings as described in the manual for your multimedia device.

386 Enhanced

By using the 386 Enhanced option, you can specify how Windows for Workgroups controls simultaneous requests from applications for devices, such as printers and modems. You can also determine how Windows for Workgroups should allocate time slices and computer resources when both Windows-based applications and MS-DOS--based applications are running at the same time.

Choose one of the following buttons for information about the dialog box:

- Device Contention: Ports
- Always Warn
- Never Warn
- Idle
- Windows in Foreground
- Windows in Background
- Exclusive in Foreground
- Minimum Timeslice
- Virtual Memory Button

Note: To specify how resources are allocated to MS-DOS--based applications, you need to set the Foreground and Background priorities for these applications by using PIF Editor. If the priorities you specify do not allow all your applications to run smoothly, Windows for Workgroups will adjust the values in this dialog box to compensate, causing some of the values you enter to change automatically.

See Also

[Changing Swap-File Settings](#)

[Optimizing Windows for 386 Enhanced Mode](#)

Virtual Memory

Use the Virtual Memory dialog box to view or change swap-file settings. These settings control how your system uses virtual memory.

Choose one of the following buttons for information about the dialog box:

- Current Settings

When you choose the Change button, the Virtual Memory dialog box expands, displaying these additional settings:

- Drive
- Type
- Space Available
- Maximum Size
- Recommended Size
- New Size
- Use 32-Bit Disk Access

See Also

[Changing Swap-File Settings](#)

Exit

Quits Control Panel.

Contents

Starts Help and displays the topics in Control Panel Help.

Search for Help On

Opens the Search dialog box for Control Panel Help. You can look up Help information by using keywords in this dialog box.

How to Use Help

Describes how to use Help.

About Control Panel

Displays version, mode, and copyright information about Windows for Workgroups.

Control Menu

The Control menu contains the following commands:

Restore

Restores the window to its former size after it has been maximized or minimized.

Move

Enables you to use the keyboard to move the window to another position.

Size

Enables you to use the keyboard to change the size of the window.

Minimize

Reduces the window to an icon.

Maximize

Enlarges the window to its maximum size.

Close

Quits Control Panel, or closes a window or dialog box.

Switch To

Opens Task List, which you can use to switch between running applications and rearrange their windows and icons on your desktop.

Color Schemes

Windows for Workgroups provides several predefined color schemes that you can use to change the colors of several screen elements at once. You can also change the color of one element at a time, modify the existing color scheme, or create a new one by saving your changes.

- Open the list, and then select the color scheme you want to use.
The colors in the sample screen change to show you how the new color scheme will look.

Save Scheme Button

You can modify an existing color scheme by changing the color of particular screen elements and then saving your changes. You can also create a new color scheme by saving your changes under a new name.

- Choose the Save Scheme button to save your changes.

Remove Scheme Button

If you are not planning to use a color scheme, you can remove it from the Color Schemes list.

- Choose the Remove Scheme button to remove the selected color scheme.

Sample Screen

The sample screen displays the currently selected screen-element colors. The colors of each screen element change to match the color scheme you select.

- If you have a mouse, click the screen element you want to select. If you are using the keyboard, use the Screen Element list to select an element.

Color Palette Button

The Color dialog box includes two palettes from which you can choose colors for individual screen elements.

- Choose the Color Palette button to display the rest of the Color dialog box.

Screen Element

The Screen Element box displays a list of the screen elements whose color you can change.

- Open the list, and then select the screen element you want to change. Or click the element in the sample screen.

Basic Colors

Basic Colors is a palette of the preset colors available for your screen.

- Click the color you want to use.
Or press `TAB` to move to the palette, use the arrow keys to move to the color you want, and then press the `SPACEBAR` to select the color.
For some screen elements, Windows for Workgroups uses only solid colors. If you select a nonsolid color (a color produced by a pattern of dots that simulate the desired color) for the following screen elements, Windows for Workgroups will use the solid color that most closely matches the selected nonsolid color:

- Window Frame
- Window Text
- Window Background
- Menu Bar
- Menu Text
- Button Text
- Button Face
- Button Shadow
- Button Highlight
- Highlight
- Highlighted Text
- Title Bar Text

Custom Colors

Custom Colors is a palette of any colors you have created in the Custom Color Selector dialog box. A new color is added to the selected square.

- Click the color or empty square you want to use.
Or press `TAB` to move to the palette, use the arrow keys to move to the color or square you want, and then press the `SPACEBAR` to select the color or square.

Define Custom Colors Button

- Choose this button to display the Custom Color Selector dialog box for creating your own custom colors.

Color Refiner Box

The color refiner box shows all the nonsolid colors (colors that are produced by a pattern of dots that simulate the desired colors) available for your system.

- Drag the color refiner cursor to the area of the box that shows the color you want. If you are using the keyboard, adjust the values for Hue and Sat.

The color is shown on the left side of the Color/Solid box. The closest solid color appears on the right.

Luminosity Bar

- Drag the arrow up or down to adjust the luminosity of the color. If you are using the keyboard, type a value in the Lum box.
The luminosity change is shown to the left of the Color/Solid box.

Color/Solid Box

This box shows the changes you make to the hue, saturation, and luminosity of a color. As you make changes, the new nonsolid color is displayed on the left side of the box. The right side of the box shows the solid color closest to the selected color.

- Double-click the right side of the box to select the solid color.

Hue, Sat, and Lum

These options show the number values for the hue, saturation, and luminosity of the selected color.

- Type values in these boxes or click the arrows to the right of each box to increase or decrease the value.

The color refiner cursor and the arrow for the luminosity bar move to reflect the new values.

Red, Green, and Blue

These options show the numbers for the red, green, and blue values of the selected color.

- Type values in these boxes. Or click the arrows to the right of each box to increase or decrease the values.

The color refiner cursor and the arrow for the luminosity bar move to reflect the new values.

Add Color Button

- Choose the Add Color button to add the new color to the selected square in the Custom Colors palette.

Date

- To change the date, select the month, day, or year, and then type a new value. Or click the up or down arrow to increase or decrease the selected number by one.

Time

- To change the time, select the hours, minutes, or seconds, and then type a new value.
Or click the up or down arrow to increase or decrease the selected number by one.

Screen Saver Name

- Open the list, and then select the screen saver you want to use.
The screen savers provided by Windows for Workgroups include the following.

Use	To
Blank Screen	Display a blank screen. This screen saver cannot be customized.
Flying Windows	Display Windows logos moving out from the center of your screen.
Marquee	Display a line of text that moves across the screen.
Mystify	Display moving shapes in various colors.
Starfield Simulation	Display stars moving out from the center of your screen.

Screen Saver Delay

- Click the up or down arrow to increase or decrease the number of minutes of inactivity before the screen saver appears. Or type a number larger than zero in the text box.

Screen Saver Test Button

- Choose the Test button to test the screen saver.
To return to Windows for Workgroups, press any key or move your mouse.

Screen Saver Setup Button

- To change the settings for the screen saver, choose the Setup button, and then complete the Setup dialog box.

Granularity

Use this option to specify the spacing of the sizing grid. The grid is measured in increments of 8 pixels, or pels.

- Click the up or down arrow to increase or decrease the granularity of the grid by one. Or type a number.

You can specify a value between 0 and 49. The smaller the grid setting, the more flexible the placement of windows and icons can be. When this option is set to 0, the grid is turned off.

Note: The sizing grid you specify only affects application windows and icons, not secondary (document) windows and icons. Setting the sizing grid too high may make it difficult to position your windows and icons on the screen.

Border Width

Use this option to specify the width of the borders around application and document windows.

- Click the up or down arrow to increase or decrease the border width by one pixel (pel). Or type a number.

You can specify a value between 1 and 50, with 1 as the narrowest border.

Note: Setting the value for the border width too low may make it difficult to size windows by using the mouse.

Name

This option displays a list of patterns to choose from.

- Open the list, and then select a pattern for editing, or type a name for the new pattern you want to create.

The pattern you selected appears in the Sample box and an enlarged view appears in the editing cell.

Editing Cell

This area shows an enlarged view of the selected pattern.

- Click each cell in the pattern that you want to change.
If no pattern is selected (None), you can create a new one in the cell. The Sample box displays how the pattern will look on your screen.

Note: You must use a mouse to change or create patterns. You cannot do this with the keyboard.

Change Button

- Choose this button to save the changes you have made to the selected pattern.

Remove Button

- Choose this button to delete the selected pattern.

Add Button

- Choose this button to add a new pattern.
This button is unavailable until you type a new name for the pattern in the Name box.

Background Color

- Open the list, and then select the color you want to use for the text background. To select a color for the text itself, choose the Format Text button, and then select a color from the Color list in the Format Text dialog box.

Position

Use these options to position the text on your screen.

- If you want the text to move across the center of your screen, select the Centered option.
- If you want the text to move across the screen in different places, select the Random option.

Speed

Use this option to specify how fast you want the text to move across the screen.

- Drag the scroll box toward Fast or Slow to increase or decrease the speed. Or use the LEFT and RIGHT ARROW keys.

Text

Use this option to specify the text that you want to display.

- Type the text in the box.

Format Text Button

- To select a font and size for the displayed text, choose the Format Text button, and then complete the Format Text dialog box.

Font

- Select a font from the list.
You can see what the font looks like in the Sample box. You can use the other areas in the dialog box to change the size and the style of the font.

Font Style

- Select any style options you want to apply to the new font. You can see what the style looks like in the Sample box. You can use the other areas in the dialog box to change the font and the font size.

Size

- Choose a font size from the list. The larger the size you choose, the larger the characters appear on your screen.

You can see what the size looks like in the Sample box. You can use the other areas of the dialog box to change the font and the style.

Effects

- If you want the text to appear with a line through it, select the Strikeout check box. If you want the text to appear underlined, select the Underline check box. You can use both options at the same time.

Color

- Open the list, and then select a color for the text.
To select a color for the background, use the Background Color option in the Marquee Setup dialog box.

Sample

This box shows what the selected font, styles, size, effects, and color would look like in the screen saver.

Shape

- Open the list, and then select the shape, Polygon 1 or Polygon 2, that you want to specify settings for.

Active

- Select the Active check box to make the selected shape active. If the selected shape is not active, it does not appear on your screen when the screen saver is in use. Also, you cannot specify line and color options for it (the Lines and Colors To Use options are unavailable).

Lines

Use this option to specify the number of lines the selected shape will have.

- Click the up or down arrow to increase or decrease the number by one. Or type a number in the box.

Colors to Use

Use this option to specify the colors of the selected shape.

- Select Two Colors to display the selected shape in two alternating colors. Select one color from each list. The color of the shape will alternate between these colors.
Select Multiple Random Colors to display the selected shape in several alternating colors, determined by the screen saver.

Clear Screen

Use this option to specify whether to clear the screen before displaying the shapes. Clearing the screen does not affect your work.

- Select this check box to display the shapes on a black background. Clear this check box to display the shapes over your work.

Warp Speed

Use this option to specify the rate at which the stars move on your screen.

- Drag the scroll box toward Fast or Slow to speed up or slow down the rate. Or use the RIGHT and LEFT ARROW keys.

Starfield Density

Use this option to specify the number of stars that are used.

- Click the up or down arrow to increase or decrease the number of stars. Or type a number in the box.

Password Options

Use these options to use a password with the screen saver.

- Select the Password Protected check box to turn on password protection. When password protection is turned on, you cannot return to Windows for Workgroups from the screen saver until you type the password.
When this check box is not selected, the Set Password button is unavailable.
- To assign a password to the screen saver, choose the Set Password button, and then complete the Change Password dialog box.

Old Password

Use this option to specify the old password. This box is unavailable if you are specifying a password for the first time.

- Type your old password in the box.

New Password

- Type your new password in the box.
Passwords can contain up to 20 characters, including punctuation, and are not case-sensitive. An asterisk (*) appears in the box for each character you type.

Retype New Password

Use this option to confirm your password.

- Type your new password again in the box.

Installed Fonts

This area displays a list of fonts that are already installed. You can use fonts supplied by printer and font manufacturers in addition to the screen and printer fonts supplied with Windows for Workgroups.

- To select a font, click it. Or use the arrow keys.

Sample

This area shows a sample of the selected font in all the available sizes, unless it is a plotter font or a TrueType font. Plotter fonts are shown in the point size in which they were created. TrueType fonts are shown in a size of about 24 points.

Remove Button

- Choose the Remove button to remove the selected font from memory and the Installed Fonts list.

Note: The MS Sans Serif font is used for most Windows dialog boxes. Do not remove this font, or the text in the dialog boxes will be difficult to read.

Add Button

- To add a font, choose the Add button, and then complete the Add Fonts dialog box.

TrueType Button

- To turn TrueType fonts on or off or to use TrueType exclusively, choose the TrueType button, and then complete the TrueType dialog box.

Enable TrueType Fonts

- Clear this check box if you do not want to use TrueType fonts. The change you make does not take effect until you restart Windows for Workgroups. When you choose the OK button, a dialog box appears, asking whether you want to restart Windows for Workgroups.
- To restart Windows for Workgroups, choose the Restart Now button.
To stay in your current Windows for Workgroups session, choose the Don't Restart Now button.

Show Only TrueType Fonts in Applications

- Select this check box to list TrueType fonts exclusively in your Windows-based applications. Turning off all other fonts will free up memory.

Note: Some applications do not support listing TrueType fonts exclusively. If you select this check box and no TrueType fonts appear in your application, do not use this option.

List of Fonts

This option lists the fonts you can add. You can select and install more than one font at a time.

- Select the font you want to add. To select all the fonts at once, choose the Select All button.

If the font you want is not listed, you may have to change drives or directories first.

Directories

This option lists the directories on the current drive.

- Select the directory that contains the fonts you want to add.
When you select a directory that contains fonts, the fonts appear in the List Of Fonts box.
If the directory you want does not appear in the list, you may have to change drives first.

Drives

This option lists the disk drives and network drives on your computer.

- Open the list, and then select the drive that contains the fonts you want to add to your system.

When you select a drive, a list of the directories on the drive appears in the Directories list.

Copy Fonts to Windows Directory

This option is useful if you are low on disk space.

- Clear this check box if you want to use fonts directly from the drive and directory in which they are located, without copying them into your Windows directory.
Select this check box if you want to copy the fonts into your Windows directory. This is the default setting and is recommended if you are using fonts that are located on a network or on an external disk drive.
If you select this check box and are running Windows for Workgroups from a network, the fonts will be copied to your Windows SYSTEM directory.

Select All Button

- Choose the Select All button to add all the fonts in the List Of Fonts box at once.

Network Button

- Choose the Network button to display the Connect Network Drive dialog box. Use this dialog box to connect to a server or shared directory that contains the fonts you want to add.

Country

This option lists the countries supported by Windows for Workgroups.

- Open the list, and then select the country whose standard settings you want to use. When you select a country, the other Format options in the dialog box change to show the formats for that country. In addition, the Page Size option for any printer that you have installed changes to the default page size for that country.

Language

- Open the list, and then select the language you want to work in.
Windows-based applications that provide language-specific tasks, such as sorting or case conversion, use this setting.

Keyboard Layout

This option lists the keyboard layouts supported by Windows for Workgroups. The keyboard layout for a language accommodates the special characters and symbols that are part of the language for that country.

- Open the list, and then select the keyboard layout you want to use.

Measurement

- Open the list, and then select the measurement system, English or Metric, that you want to use.

List Separator

- In the box, type the character that you want to use to separate elements in a list.

Date Format

This option shows the way short and long date formats are displayed in Windows-based applications.

- To change the format, choose the Change button, and then complete the Date Format dialog box.

Time Format

This option shows the way time is displayed in Windows-based applications.

- To change the format, choose the Change button, and then complete the Time Format dialog box.

Currency Format

This option shows the way currency is displayed in Windows-based applications.

- To change the format, choose the Change button, and then complete the Currency Format dialog box.

Number Format

This option shows the way numbers are displayed in Windows-based applications.

- To change the format, choose the Change button, and then complete the Number Format dialog box.

Short Date Format: Order

- Select the option for the order in which you want the month (M), day (D), and year (Y) to appear in the date.

Short Date Format: Separator

- In the box, type the character you want to use to separate the month, day, and year. You can specify any character as the separator. The most common separator characters are the slash (/) and the hyphen (-)

Short Date Format: Day Leading Zero

- Select this check box to specify a two-digit day display.

Short Date Format: Month Leading Zero

- Select this check box to specify a two-digit month display.

Short Date Format: Century

- Select this check box to specify a four-digit year display.

Long Date Format: Order

- Select the option for the order in which you want the month (M), day (D), and year (Y) to appear in the date.

Long Date Format: Day of the Week

- Open the list, and then select a full or abbreviated day-name format.

Long Date Format: Month

- Open the list, and then select a full or abbreviated month-name or month-number format.

Long Date Format: Day of the Month

- Open the list, and then select a day format with or without leading zeros.

Long Date Format: Year

- Open the list, and then select a two- or four-digit year format.

Long Date Format: Separators (3)

- In the box, type the character you want to use to separate the month, day, and year. You can specify any character as the separator. The most common separator characters are the slash (/) and the hyphen (-)

12 Hour or 24 Hour

- Select the format, 12- or 24-hour clock, that you want to use to display the time. You can select only one format.

If you are using the 12-hour format, type the the words or symbols (for example, AM or PM) that you want to denote before or after noon in the text box.

If you are using the 24-hour format, you can type a suffix (for example, PST for Pacific Standard Time).

Separator

- In the box, type the character you want to use to separate hours, minutes, and seconds. You can use any character. The colon (:) is the most common one used.

Leading Zero

- Select the format for the hours before 10 that you want to use. For example, you can display 9 o'clock as 9:00 or as 09:00. You can select only one format.

1000 Separator

- In the box, type the character you want to use to separate thousands.

Decimal Separator

- In the box, type the character you want to use to separate decimal digits from whole numbers.

Decimal Digits

- In the box, type the number of digits you want to display to the right of the decimal separator.

Leading Zero

- Select the option (a zero in front of the decimal or no zero in front of the decimal) that you want to use for displaying a number less than 1. You can select only one option.

Symbol Placement

- Open the list, and then select the placement and spacing of the currency symbol, relative to the currency value.
To specify the currency symbol you want to use, use the Symbol option.

Negative

- Open the list, and then select the format you want to use for negative currency values.

Symbol

- In the box, type the currency symbol that you want to use for the selected country. To specify the placement of the symbol, use the Symbol Placement option.

Decimal Digits

- In the box, type the number of digits that you want to display after the decimal point.

Delay Before First Repeat

Use this option to adjust how long it takes your computer to repeat a key after you press and hold the key down.

- Drag the scroll box toward Long or Short to increase or decrease the delay. Or use the RIGHT and LEFT ARROW keys.

Repeat Rate

Use this option to adjust how fast a key repeats when you press and hold it down.

- Drag the scroll box toward Fast or Slow to increase or decrease the repeat rate. Or use the RIGHT and LEFT ARROW keys.

Note: Some keyboards do not support changes to the repeat rate.

Test

Use this option to test the new settings for the keyboard delay time and repeat rate.

- To test the settings, type any characters you want in the text box.

Mouse Tracking Speed

Use this option to adjust the rate at which the pointer travels across the screen.

- Drag the scroll box toward Slow or Fast to decrease or increase the rate. Or use the RIGHT and LEFT ARROW keys.

Double Click Speed

Use this option to adjust the speed at which Windows for Workgroups registers a double-click.

- Drag the scroll box toward Slow or Fast to decrease or increase the speed. Or use the RIGHT and LEFT ARROW keys.
- Double-click the Test button to see whether Windows for Workgroups recognizes your double-clicks.
If the button changes color, Windows for Workgroups recognizes your double-clicks. If it does not change color, decrease the double-click speed.

Swap Left/Right Buttons

Many applications use the left button as the primary tool for selecting text and choosing items. If you are left-handed, you might find it more convenient to switch the two buttons.

- Select the check box to swap left and right mouse buttons. The mouse diagram above the check box changes to reflect your choice.

Note: Swapping the left and right mouse buttons takes effect immediately, before you close the dialog box. If you swap buttons, press the right button to choose OK or Cancel, or to swap the buttons again.

Mouse Trails

Using the Mouse Trails option can improve the visibility of the mouse pointer if you are using an LCD display adapter. If your display driver does not support Mouse Trails, this option is dimmed.

- Select this check box to leave a trail of mouse pointers as you move the mouse. The Mouse Trails option takes effect as soon as you select the check box.

Baud Rate

- Open the list, and then select a rate for how fast you want information transferred through the port.

Data Bits

- Open the list, and then select the number of data bits you want to use for each character. Most characters are transmitted in 7 or 8 data bits.

Parity

- Open the list, and then select a method for error checking.

Stop Bits

- Open the list, and then select a number for the time between transmitted characters. Stop bits are not actually bits; they are the timing units between bits.

Flow Control

- Open the list, and then select a method for controlling the flow of data. Xon/Xoff is the standard for the software method. Select Hardware if your device controls data flow.

Advanced Button

- To specify advanced options for the selected port, choose the Advanced button, and then complete the Advanced Settings dialog box.

Base I/O Port Address

Use this option to change the base port address for the COM port you want to use. Use this option only if the device connected to your serial port uses an address value that differs from the detected value displayed in the text box. See the manual for your device for information on the base port address that it uses.

- Open the list, and then select an address. Or type a value in the text box.

Interrupt Request Line (IRQ)

Assigning unique interrupt request lines (IRQ) for each serial port enables you to use COM ports 1 and 3 and/or 2 and 4 simultaneously on a computer that normally does not support this capability.

Before assigning IRQ numbers to serial ports, determine which interrupts are used by the devices connected to the serial ports and which ones are not being used by other cards or boards installed in your computer. You may need to adjust your serial card to use available interrupts. For information, see your serial-card documentation.

- Open the list, and then select an IRQ. Or type a value in the text box. You can specify a value between 2 and 15.

Computer Name

Use this option to change the name assigned to your computer. Your computer name appears in the File Manager, Print Manager, and ClipBook Viewer dialog boxes that are used to browse through and connect to shared resources.

Your computer name must be unique; it cannot have the same name as another computer or workgroup.

- Type a new name for your computer in the box. The name can be up to 15 characters long and contain letters, numbers, and the following characters:
! # \$ % () - . @ ^ _ ' ~

Workgroup

Use this option to select a workgroup or to create a new one. Your computer name appears within the workgroup you select or create in the Connect Network Drive, Connect Network Printer, and Select Computer dialog boxes.

- To change the workgroup your computer belongs to, open the list, and then select the name of the workgroup.
- To create a new workgroup, type a name for it in the box. The name can be up to 15 characters long and contain letters, numbers, and the following characters:
! # \$ % () - . @ ^ _ ' ~

Comment

Use this option to provide a comment that describes your computer. This comment appears in the File Manager and Print Manager dialog boxes that are used to browse through and connect to shared resources. Comments are optional and appear next to your computer name.

- Type your comment in the box. The comment can be up to 48 characters long, but cannot contain any commas.

Enable Sharing

Use this check box to enable or disable sharing of your directories, printers, and ClipBook pages.

- Select the check box to enable sharing, or clear the check box to disable sharing. When this check box is selected, you can use the Performance Priority option to adjust the speed at which your applications run and your resources are shared.

Performance Priority

Use this area to adjust the speed at which your applications run and your resources are shared.

- If you are using your computer primarily for your own work, move the performance-gauge pointer closer to Applications Run Fastest. This increases the speed at which your applications run. Others who are connected to your computer may notice a decrease in performance when using your shared resources.
- If you are using your computer primarily as a server for others to gain access to your shared directories, printers, and ClipBook pages, move the performance-gauge pointer closer to Resources Shared Fastest. This decreases the speed at which your applications run, but increases performance for those who are connected to and using your resources. The performance setting is in effect only if others are connected to your computer. Otherwise, your applications always run fastest, regardless of where the performance gauge is set.

Adapters Button

- Choose the Adapters button to add, remove, and configure settings for a network adapter driver.

Logon Button

- Choose the Logon button to log on or off, and to specify options for logging on when you start Windows for Workgroups.

Networks Button

- Choose the Networks button to select and set options for other networks that you are using with Windows for Workgroups.

Password Button

- Choose the Password button to change your logon password.

Network Adapters In Use

Use this list to display the network adapters currently installed on your computer.

- To remove or set options for a network adapter, select the name of the network adapter, and then choose the Setup or Remove button.

Add Button

- Choose the Add button to display a list of network-adapter drivers supplied by Windows for Workgroups.

Remove Button

- Choose the Remove button to remove the driver for the selected network adapter. When the driver is removed, Windows for Workgroups no longer uses it. However, the driver is not deleted from your computer's hard disk, and you can easily re-add it later.

Note: Do not remove all network-adapter drivers. To connect to servers and shared resources, and to share your own resources, at least one network-adapter driver must be installed on your system.

Setup Button

- Choose the Setup button to set options for the selected network adapter.

Interrupt (IRQ)

Use this option to select a unique interrupt (electronic signal) for your network adapter.

- Open the list, and then select the interrupt your network adapter is using. In most cases, you can use either interrupt 3 or 5, provided that the interrupt is not being used by another device.

Base I/O Port

Use this option to select a unique base input/output (I/O) port address for your network adapter. The base I/O port address specifies a location in computer memory that your network adapter uses to communicate with your computer.

- Open the list, and then select the base I/O port address your network adapter is using.

Base Memory Address

Use this option to select the base memory address for your network adapter. The base memory address specifies a location in computer memory that your network adapter uses to move information into and out of memory across the network. This option is also referred to as the RAM start address.

- Open the list, and then select the base memory address your network adapter is using.

Protocols Button

- Choose the Protocols button to display a dialog box in which you can add and configure the protocols you want your network adapter to use.

Advanced Button

- Choose the Advanced button to display a dialog box in which you can set advanced options for your network adapter.

This button does not appear if the selected network adapter does not require you to set advanced options.

Advanced Protocol (or Network-Adapter) Settings

This list shows the advanced network-adapter or protocol settings for a selected network adapter or protocol.

- In the list, select the setting you want to change.
The title of the setting and its current value appear below this list.

Settings Area

Use this area to specify advanced or protocol settings for your network adapter.

Depending on the setting you select in the Advanced Protocol Settings list, you may need to use a check box, text box, option button, or other dialog box control to specify a value for the selected setting.

- Specify whether the setting is present or not present (if applicable), and specify a value for the selected setting.

Set Button

- Choose the Set button to save the values you have specified to the PROTOCOL.INI file.
The values will take effect the next time you start your computer.

Revert Button

- Choose the Revert button to restore a setting to the value you last specified.

Note: If you decide to use the default value for any of the settings and the last-specified value is not the default, you will need to delete the network-adapter driver (if you are setting advanced network-adapter options) or the protocol driver (if you are setting advanced protocol options) from your hard disk, and then re-add the network adapter or protocol to restore the default values for the settings.

Protocols In Use

This list displays the protocols currently being used by the network adapter.

- Select the protocol you want to remove or whose settings you want to change, and then choose the Remove or Settings button.
Or, to quickly remove a protocol, drag it into the Available Protocols list.

Available Protocols

This list displays the protocols that are provided with Windows for Workgroups.

- Select the protocol you want to add, and then choose the Add button. If the protocol is not listed, select Unlisted Or Updated Protocol.

Or, to quickly add a protocol, drag it into the Protocols In Use list.

A dialog box may appear, prompting you to insert the disk that contains the driver for the protocol.

Add Button

- Choose the Add button to add the protocol that is selected in the Available Protocols list.
A dialog box may appear, prompting you to insert the disk that contains the driver for the protocol.

Remove Button

- Choose the Remove button to remove the protocol that is selected in the Protocols In Use list.

Removing a protocol does not remove the protocol driver from your hard disk. It is still available if you decide to use the protocol again.

Settings Button

- Choose the Settings button to display a dialog box in which you can specify values for protocol settings.

Logon Status

This area shows whether you are logged on to Windows for Workgroups and provides a button for logging on or off. The button changes to Log On if you are currently logged off, and to Log Off if you are currently logged on.

- Choose the button to log on to or off of Windows for Workgroups. If you choose to log on, the Windows For Workgroups Logon dialog box appears in which you can specify your logon password.

Log On at Startup

- Select this check box to log on when you start Windows for Workgroups. If you do not want to log on when you start Windows for Workgroups, clear this check box.

Default Logon Name

Use this option to change the default logon name. This is the name that appears in the Windows For Workgroups Logon dialog box when you start Windows for Workgroups.

- Type the name you want to use in the text box.

Other Networks In Use

This list displays the additional networks that you are currently using.

- Select the network for which you want to remove support, or whose settings you want to change.
Or, to quickly remove support for a network, drag it into the Available Network Types list.

Available Network Types

This list displays additional networks that Windows for Workgroups provides support for.

- Select the network you want to use, and then choose the Add button. If the network is not listed, select Unlisted Or Updated Network.

Or, to quickly add support for a network, drag it into the Other Networks In Use list. A dialog box may appear, prompting you to insert the disk that contains the Windows driver for the network.

Add Button

- Choose the Add button to add support for the network that is currently selected in the Available Network Types list.
A dialog box may appear, prompting you to insert the disk that contains the driver for the network.

Remove Button

- Choose the Remove button to remove support for the network that is currently selected in the Other Networks In Use list.
Removing a network does not remove the network software from your hard disk. It is still available if you decide to use the network again.

Settings Button

- Choose the Settings button to display a dialog box in which you can set options for the network that is selected in the Other Networks In Use list. The options that appear in the Settings dialog box depend on the network you are using. For information about the settings, see the documentation that comes with your other network, or use the online help feature, if available.

Log On to LAN Manager Domain

- Select this check box to log on to a LAN Manager domain when you start Windows for Workgroups. If you do not want to log on to a LAN Manager domain, clear this check box. You specify which domain you want to log on to in the Domain Name box. If this option is selected, the next time you start Windows for Workgroups, the LAN Manager Logon dialog box appears.

Domain Name

- Open this list and select the domain you want to log on to.
Or type the name of the domain in the text box.

If the Log On To LAN Manager Domain check box is cleared, this option is unavailable.

Set Password Button

- Choose this button to display a dialog box in which you can change your password on a LAN Manager server or domain.

Installed Printers

This option displays a list of the installed printers.

- Select a printer from the list to change its printing settings or port assignment, or to specify it as the default printer.
Use the Add button to display the list of printers that you can install.

Default Printer

This area shows the default printer (the printer to which your documents are sent automatically when you print from an application).

- To specify the default printer, double-click the printer in the Installed Printers list that you want to use as the default printer. Or select the printer, and then choose the Set As Default Printer button.

Use Print Manager

- Select this check box if you want to activate Print Manager.
When Print Manager is activated, you can print several documents at a time. Print Manager prints the documents in the order in which they are sent to the printer.
When Print Manager is not activated, documents may print faster, but you must wait until a document is finished printing before you can send another document to the printer.

Connect Button

- Choose the Connect button to display the Connect dialog box. Use the Connect dialog box to assign a printer to a port, specify timeout options, and to connect to a network printer.

Setup Button

- Choose the Setup button to display a dialog box for setting printing options. Because the printing options are specific to each printer driver, the options in the Settings dialog box vary, depending on the selected printer. Windows for Workgroups automatically uses the settings that should work for your printer most of the time.

If you want to change the settings and need information about the options, choose the Help button or press F1 while using the dialog box.

Remove Button

- Choose the Remove button to remove the selected printer in the Installed Printers list.

The printer-driver file is not deleted from the disk, because other printers might be using the same printer driver. Also, any font files that are used by the printer driver are not deleted, because another printer driver might be using the same fonts.

Add Button

- Choose the Add button to install a printer.
Choosing this button displays the list of printers supported by Windows for Workgroups.

List of Printers

This option shows a list of the printers supported by Windows for Workgroups. It appears when you choose the Add button in the Printers dialog box.

- Select the printer you want to install from the list.
If your printer is not listed, check your printer manual to see if your printer emulates one of the printers that Windows for Workgroups supports. If so, you can use one of the printer drivers supplied by Windows for Workgroups to support your unlisted printer.
If Windows for Workgroups does not include a driver that supports your printer and you have a printer driver for the printer, select Install Unlisted Or Updated Printer from the List Of Printers box.

Install Button

This button appears when you choose the Add button in the Printers dialog box.

- Choose the Install button to install the selected printer.
A dialog box appears, prompting you to insert the disk that contains the printer-driver file for the printer you want to install.

Ports

This option lists the ports that you can assign to your printer. Next to each port is information about whether it is a local port, assigned to a network printer path, or present on your system.

- Select the port you want to use.
See your printer manual if you are not sure which type of port to use.

If you use a serial (COM) port, you might need to change its communications settings. By default, Windows for Workgroups uses the communications settings that should work with most printers.

Device Not Selected

This option specifies the amount of time (in seconds) that Print Manager continues to check the printer to see if it is online and ready to print.

- Type the number of seconds in the Device Not Selected box.
If the printer is not ready to print after the specified amount of time has elapsed, a message appears, notifying you that a printer is offline.

Transmission Retry

This option specifies the amount of time (in seconds) that Print Manager waits before notifying you that your printer cannot accept any more print information.

The default setting is 45 seconds for non-PostScript printers and 90 seconds for a PostScript printer. For a PostScript printers, you may want to increase the value for this option significantly, especially if you plan on printing documents that contain complicated graphics and several different fonts.

- Type the number of seconds in the Transmission Retry box. When the printer finishes processing the information it currently has, it clears its memory and is ready to accept more information. If this takes longer than the value specified for this option, Print Manager displays a message.

Fast Printing Direct to Port

- Clear this check box if you are using printing software that uses MS-DOS interrupts to control printing. Clearing this check box may slow down printing.
When this option is selected, Windows for Workgroups does not use MS-DOS interrupts for printing. Instead, Windows for Workgroups bypasses MS-DOS and prints directly to your printer, causing your documents to print faster.

Settings Button

- To specify communications settings for the serial port assigned to your printer, choose the Settings button, and then complete the Settings dialog box.

Network Button

- To connect to a shared printer, choose the Network button, and then complete the Connect Network Printer dialog box.

Events

You can assign sounds to system and application events (for example, when Windows for Workgroups starts or displays a message).

When you assign sounds to events, the sounds play as specified by the application you are using. For example, some applications play the sound assigned to the Default Beep whenever you click the mouse button outside of an open dialog box. Other applications may play the sound assigned to Exclamation or Asterisk whenever you encounter a warning message.

- Select the event you want to assign a sound to.
The name of the sound file assigned to the selected event is selected in the File list.

Files

The sounds you can assign are stored in sound files. Sound files have the extension *.WAV*.

- Select the sound file that you want to assign to the selected event. If you do not want to assign a sound, select None.

If the sound file you want is on a different drive or in a different directory, select the drive or directory that contains the sound file.

Enable System Sounds

If you do not have a sound card installed in your computer, Windows for Workgroups uses a warning beep when it encounters an error or you attempt to do something your computer does not recognize.

You can turn the warning beep and other sounds (except the sounds assigned to Windows Exit and Windows Start) on or off.

- Select or clear the Enable System Sounds check box.
If you do not want a sound to play when you start or quit Windows for Workgroups, assign None to the Windows Start or Windows Exit events.

Test Button

- Choose the Test button to find out what the selected sound file sounds like. Or double-click the event or filename.

Show: Setups, Patch Maps, Key Maps

Use these options to select the type of map you want to create, edit, or delete.

- Select the Setups option to create or edit channel mapping for a MIDI setup, or to delete a MIDI setup.
- Select the Patch Maps option to create or edit the patch maps used in a MIDI setup, or to delete a patch map.
- Select the Key Maps option to create or edit the key maps used in a patch map or to delete a key map.

Name

This option lists the names of existing MIDI setups, patch maps, and key maps, depending on which option you select in the Show area.

- Open the list, and then select the setup, patch map, or key map that you want to edit or delete.

A description of the selected setup, patch map, or key map appears in the Description line below the Name box.

Delete Button

- Choose this button to delete the selected setup, patch map, or key map. The name of the selected setup, patch map, or key map appears in the Name box.

Note: You cannot delete key maps that are used in patch maps or patch maps that are used in setups. You must first edit the patch map or setup and remove all references to the key map or patch map you want to delete.

Edit Button

- Choose this button to display the Edit dialog box for the selected setup, patch map, or key map. Use the Edit dialog box to change setup, patch map, or key map settings. The name of the selected setup, patch map, or key map appears in the Name box.

New Button

- Choose this button to display the New dialog box for creating a new setup, patch map, or key map.
You select the type of map you want to create by selecting an option in the Show area.

Src Chan

This column lists the MIDI channels that can be included within a MIDI message sent by an application or stored in a MIDI file. You cannot change these values.

With the MIDI Mapper, not all synthesizers can use all channels. Base-level synthesizers use source channels 13 through 16. Channels 13 through 15 are the melodic channels and 16 is the percussive channel. Extended-level synthesizers use source channels 1 through 10. Channels 1 through 9 are the melodic channels and 10 is the percussive channel.

Dest Chan

Use this column to specify the channel that you want your synthesizer to use to play the sounds on the source channel. The default value is the same as the value for the source channel. If your synthesizer supports General MIDI channel definitions, you do not need to change the default value.

- To change the value, select the Dest Chan box, and then click the up or down arrow until the destination channel number you want is displayed.
Or select the number, and then type a new number.

Port Name

Use this column to specify the name of the MIDI output port that the sounds on the source channel are sent to.

- To specify the port name, open the Port Name list, and then select the port you want. You do not need to use the same port for each channel. For example, if you are using two synthesizers, such as an Ad Lib and a synthesizer connected to the MIDI output port of your computer, you could send some sounds on certain channels to the Ad Lib port, and other sounds on other channels to the MIDI output port.

Patch Map Name

Use this column to specify the patch map used with a particular channel.

- Open the Patch Map Name list, and then select the patch map you want. The patch map you select depends on whether the source channel is melodic or percussive. For melodic source channels, select the patch map you created for melodic instruments. For percussive source channels, select the patch map you created for percussion instruments. On base-level synthesizers, melodic channels are 13 through 15 and the percussive channel is 16. On extended-level synthesizers, melodic channels are 1 through 9 and the percussive channel is 10.

Active

Use this column to specify whether MIDI information for a particular channel is sent to the selected port. When you select a port name, this box is selected automatically, indicating that MIDI information will be sent to the port.

- To change the setting, click the Active box.
Or press `TAB` until the box is selected, and then press the `SPACEBAR`.

1 Or 0 Based Patches Button

- Choose this button if your synthesizer defines patch numbers (either starting with 0 or with 1) differently from how they are displayed in the MIDI Patch Map dialog box.

Src Patch

This column lists the MIDI patch numbers that can occur within MIDI messages that are in a MIDI file or that are sent by an application. Some synthesizers define patch numbers from 0 through 127; others define patch numbers from 1 through 128. You cannot change these values.

Src Patch Name

This column displays the names of the standard sounds or instruments associated with the source patch numbers for melodic channels, as defined by the General MIDI specification. Use these names as a reference when creating a patch map for melodic instruments. If you are creating a patch map for percussion instruments, you can ignore these names.

Dest Patch

Use this column to specify the patch numbers on your synthesizer that match the sounds or instruments displayed in the Src Patch Name box. For synthesizers that support General MIDI, this number is the same as the Src Patch number.

- To change the destination patch, select the Dest Patch box, and then click the up or down arrow until the destination patch number you want is displayed.
Or select the number, and then type a new number.

Volume

Use this column to specify the volume of the destination patch. This value is measured as a percentage of the volume specified by a MIDI volume message in the MIDI file. The default value is 100, which specifies that the patch will play at the volume indicated in the MIDI file.

- To change the volume setting, select the Volume % box, and then click the up or down arrow until the volume percentage you want is displayed.
Or select the number, and then type a new number.
To increase the volume, use a number greater than 100. To decrease the volume, use a number less than 100.

Key Map Name

Use this column to specify the key map used with each patch.

- To specify a key map, open the Key Map Name list, and then select the key map you want.

If you are creating the patch map for percussion instruments, specify the key map name you created for percussion for all the source patches.

If you are creating the patch map for melodic instruments and your synthesizer produces certain sounds using a registration that differs from General MIDI definitions, select a key map for the patch corresponding to that sound, so that the keys play at the appropriate registration. For example, if your synthesizer plays Chorused Piano one octave higher than defined by General MIDI, select the -1 octave key map for the patch that corresponds to Chorused Piano.

Src Key

This column lists the MIDI keys that can occur within MIDI messages that are in a MIDI file or that are sent by an application. You cannot change these values.

Src Key Name

This column displays the names of the percussion instruments associated with the source keys, as defined by the General MIDI specification.

Use these names as a reference when creating a key map for percussion instruments. If you are creating a key map to correct registration changes for melodic instruments, you can ignore these names.

Dest Key

Use this column to specify the key that is played on your synthesizer when the source key number is sent by an application or encountered in a MIDI file.

- To change the destination key, select the Dest Key box, and then click the up or down arrow until the destination key number you want is displayed.
Or select the key number, and then type a new number.

Installed Drivers

This list shows the drivers that are already installed. You can select a driver to either remove it or to change its settings.

- Select the driver that you want to remove or configure.

Add Button

- Choose the Add button to display the Add dialog box. Use the Add dialog box to install a new driver.

Remove Button

If you are no longer using a device, you can remove its driver from the Installed Drivers list.

- Choose the Remove button to remove the selected driver from the list.

Caution: The drivers that are automatically installed during Setup are required by your system. If you remove one of these drivers, your system may not work properly.

Setup Button

Some drivers require special settings to work properly with Windows for Workgroups.

- Choose the Setup button to display the Setup dialog box for specifying driver settings.

If you select a driver that does not require special settings, the Setup button appears dimmed.

Device Contention: Ports List

- To specify device contention for a device, select the port that the device you want to use is connected to.

Device Contention: Always Warn

- Select this option to display a message each time an application tries to use a device that is already in use. The message asks you to choose the application that should get control of the port.

Device Contention: Never Warn

- Select this option to allow any application to use the device at any time, without displaying a message.
Use this option only if you are sure that no more than one application will be using the device at a time. If two applications try to use the device at the same time, it may result in incorrect information.

Device Contention: Idle

- Select this option to specify the number of seconds to elapse after an application stops using a device before another application can use the same device, without displaying a warning message. You can specify a number between 1 and 999.

Scheduling: Windows in Foreground

Use this option to specify the number of total time slices normally shared by all Windows-based applications when a Windows-based application is active.

- Click the up or down arrow to increase or decrease the number. Or type a number in the text box. You can specify a value between 1 and 10000.

Scheduling: Windows in Background

Use this option to specify the number of total time slices normally shared by all Windows-based applications when an MS-DOS--based application is active.

- Click the up or down arrow to increase or decrease the number. Or type a number in the text box. You can specify a value between 1 and 10000.

Scheduling: Exclusive in Foreground

- Select this check box to specify that all Windows-based applications get 100 percent of the computer's processing time whenever a Windows-based application is active. If this option is selected and a Windows-based application is active, all Windows-based applications continue to run and all MS-DOS--based applications in the background do not run.

Minimum Timeslice

Use this option to specify the number of milliseconds an application will run before Windows for Workgroups gives processor control to another application. All Windows-based applications share one time slice, whereas each MS-DOS--based application gets its own time slice.

- Click the up or down arrow to increase or decrease the number by one. Or type a number in the text box.

Virtual Memory Button

- Choose this button to display the Virtual Memory dialog box for changing the settings for swap files.

Current Settings

This area shows the drive, size, and type of the swap file currently being used.

Drive

This option lists the disk drives on your computer and the network drives you are connected to.

- Open the list, and then select the drive where you want the swap file to be located. The available settings in the Type list and New Size box change, depending on whether you select a disk or a network drive. For example, if you select a network drive, the Permanent setting used to create a permanent swap file is not available.

Type

This option lists the types of swap files you can create, depending on the drive you have selected.

- Open the list, and then select the type of swap file, Temporary, Permanent, or None, that you want to create.

Using a permanent swap file improves the speed of Windows for Workgroups because the swap file is contiguous and accessing it generally takes less time than accessing a noncontiguous, temporary swap file. Because a permanent swap file must be contiguous, you can create a permanent swap file only as large as the largest contiguous free block of space on your hard disk.

Depending on the type of swap file you select, the Maximum Size and Recommended Size values may or may not appear in the dialog box. For example, if you choose to create a temporary swap file on a network drive, Maximum Size does not appear and Recommended Size changes to Recommended Maximum Size.

Note: You cannot create a permanent swap file on a network drive.

Space Available

This value shows the total space available (in kilobytes) on the selected drive.

Maximum Size

This value shows the maximum size for a permanent swap file. This size is determined by the amount of contiguous disk space found on the selected drive.

If you select Temporary or None as the swap-file type, this information does not appear in the dialog box.

Recommended Size

This value shows the recommended size you should specify for a permanent swap file to achieve the best performance.

If you select Temporary as the swap-file type, this information changes to Recommended Maximum Size, displaying the recommended maximum size that the temporary swap file should grow to. This value reflects the most efficient use of your disk, based on the amount of available space.

If you select None as the swap-file type, this information does not appear in the dialog box.

New Size

Use this option to specify the size for your swap file.

- Type a value.
If you are creating a permanent swap file, this is the amount of space on the selected disk that will be allocated to the file. If you are creating a temporary swap file, the swap file cannot grow to exceed this value.

Use 32-Bit Disk Access

Use this check box to turn on or off 32-bit disk access.

- Select this check box if you have only a small amount of free memory and you want increased performance when you are using MS-DOS Prompt.

When this box is selected you can run more instances of MS-DOS Prompt and switch between them faster. If you have more than one instance of MS-DOS Prompt running and the applications running in them are all accessing disk drives, the access time is faster when using 32-bit disk access.

When you install Windows for Workgroups, the Windows Setup program checks to determine whether your hard-disk controller is compatible with the 32-bit disk-access feature. If it is compatible, the 32-Bit Disk Access check box appears.

virtual memory

The space on your hard disk that Windows for Workgroups uses as if it were actually memory. Windows for Workgroups does this through the use of swap files.

The benefit of using virtual memory is that you can run more programs at one time than your system's physical memory would otherwise allow. The drawbacks are the disk space required for the virtual-memory swap file and the decreased execution speed when swapping is required.

swap file

A hidden file on a hard disk or network drive that Windows for Workgroups uses for swapping information from memory to the disk or drive.

