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Library of Congress Catalog No.: 94-67366

ISBN: 1-56529-881-0

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96 95 94 4 3 2 1

Interpretation of the printing code: the rightmost double-digit number is the year of the book's printing; the rightmost single-digit number, the number of the book's printing. For example, a printing code of 94-1 shows that the first printing of the book occurred in 1994.

Publisher: David P. Ewing

Associate Publisher: Corinne Walls

Publishing Director: Lisa A. Bucki

Managing Editor: Anne Owen

Marketing Manager: Greg Wiegand



CAUTION: *Using a timed backup feature is no substitute for saving your work to disk at the end of a working session. The files created by timed backup utilities are temporary files that are deleted when you exit the program properly. Use timed backups, but don't forget to save your work. See backup procedure, save, and tape drive.*

time division multiplexing In local area networks, a technique for transmitting two or more signals over the same cable by alternating them, one after the other. Time division multiplexing is used in baseband (digital) networks. See *baseband, frequency division multiplexing, local area network (LAN), and multiplexing.*

time out An interruption, resulting in a frozen keyboard, while the computer tries to access a device (or a remote computer) that isn't responding as it should. The computer keeps trying for a predetermined time and then gives up, returning control to you.

time-sharing A technique for sharing a multiuser computer's resources in which each user has the illusion that he or she is the only person using the system. In the largest mainframe systems, hundreds or even thousands of people can use the system simultaneously without realizing that others are doing so. At times of peak usage, however, system response time tends to decline noticeably.

title bar In graphical user interfaces such as Microsoft Windows, a bar that stretches across the top of a window, indicating the name of the document displayed in that window. The color of the title bar indicates whether the window is active. See *graphical user interface (GUI).*

toggle To switch back and forth between two modes or states. On the IBM PC-compatible keyboard, for example, the Caps Lock key is a toggle key. When you press the key the first time, you switch the keyboard into a caps-entry mode. When you press the key the second time, you switch the keyboard back to the normal mode, in which you must press the Shift key to type capital letters.

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