



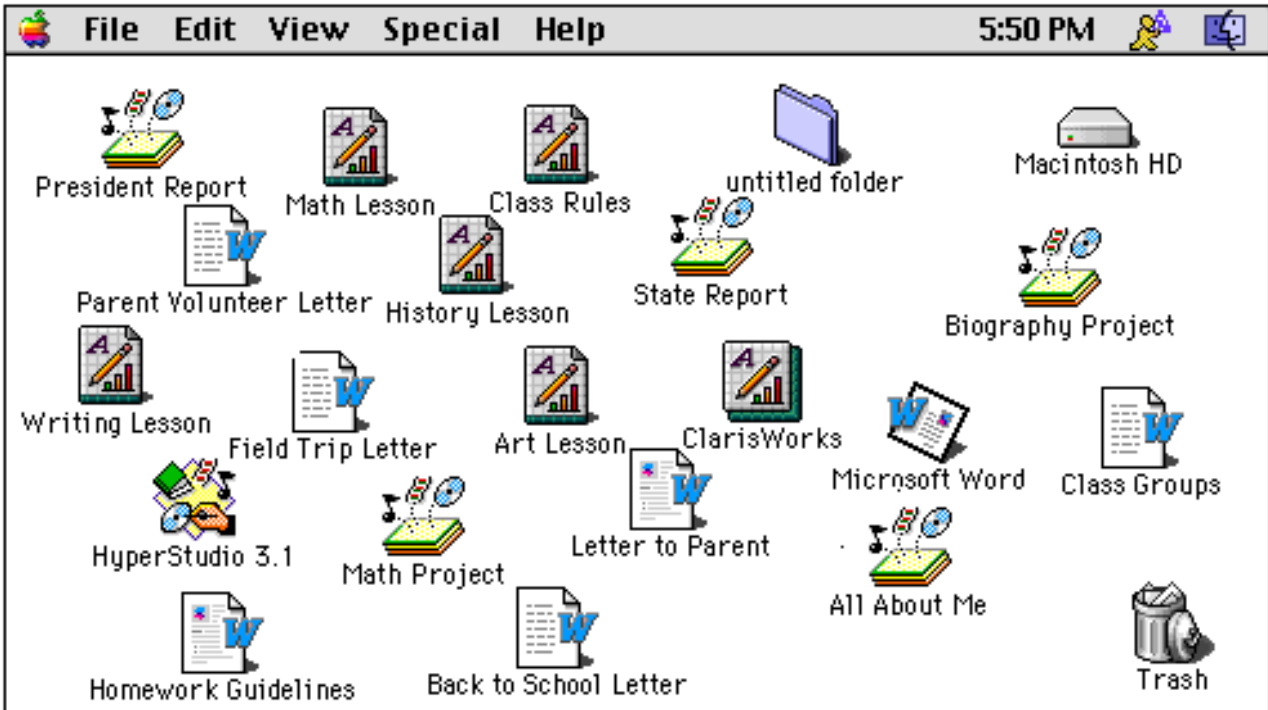
Desktop Management

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For the Macintosh System 8 and 9

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The Macintosh Desktop: *Does your Macintosh desktop look like the one below? Do you have trouble finding your files? Desktop Management Techniques will make your life easier as you learn how to move your files, organize your files using folders, how to find your files, how to correctly save your files to the correct folders, how to use aliases effectively, and keep your desktop neat and clean.*



What's on your desktop?

The Macintosh uses icons and an analogy of a real desktop that becomes your virtual desktop.



Application

Applications, programs, or software are your office machines similar to the copier or fax machine in a real office.



Floppy Disk

A floppy and zip disk are similar to a briefcase that enables you to take your work home or to another computer.



Hard Drive (also known as "Hard Disk.")

Think of this as your filing cabinet, desk drawers or the place to store your work, folders, and office equipment.



Folder

These can be used either as "hanging folders" or as manila folders. Store your files (your "work") into folders that are divided into logical categories. (i.e. correspondence, lesson plans, field trips, etc.)



File

This is your actual "work"; the documents you create will all become files. Files can be word processing



Trash Can

Just like in "real" life, when you want to dump something, throw it in the trash! This virtual trash can is where you drag files and folders you no longer want to on your hard drive or floppy disks. If your