

Organizing Your Win95 Desktop

by Scott Shelley

It wasn't supposed to be this way. Your new \$3,000 computer was supposed to make you more productive. Instead, you're afraid to use it because you don't know where the files you create are stored and you can't find the information again when you need it.

Win95 makes it easy to organize all of your job information, and it also provides a way to create shortcuts to the programs you use most frequently. In the two years I've been using Win95, I have developed the following system to make full use of directory "folders"

and desktop "shortcuts" to help me work more efficiently.

Job Folders

Every time I am contacted by a potential client, I create a job folder on my hard drive, using the caller's name for a label. This is the electronic equivalent of the manila folders we're all accustomed to working with. The easiest way to do this is from within Windows Explorer (see Figure 1):

Step 1. Click on Start, select Programs, then click on Windows Explorer.

Step 2. From the menu bar, click File, highlight New, then click on Folder from the list of choices. Explorer will display a yellow folder icon with the default name New Folder highlighted.

Step 3. Type the name you want to use for the folder and hit Enter. For example, if the caller is Fred Jones, name the folder "Jones." (You can also change a folder name by right-clicking on the folder, clicking Rename, and typing in the new name.)

Folder Shortcut

Once I have created and named a new job folder, I like to place it on the desktop where I can find it easily. To do this in Win95, you need to create a "shortcut." A shortcut is simply an icon that sits on the desktop and "points to" the actual folder stored on the hard drive. When you click on the folder shortcut, it displays the contents of the actual folder. To create the shortcut in the Explorer and put it on the desktop (Figure 2):

Step 1. Right-click on the Jones folder and select Create Shortcut from the list of choices. A new folder named Shortcut to Jones will appear at the end of the list of folders.

Step 2. Click on the shortcut and drag it anywhere on your desktop.

I will typically have three or four shortcuts to folders on my desktop at any given time. These shortcuts provide me with a way to use a single mouse click to display a list of all the

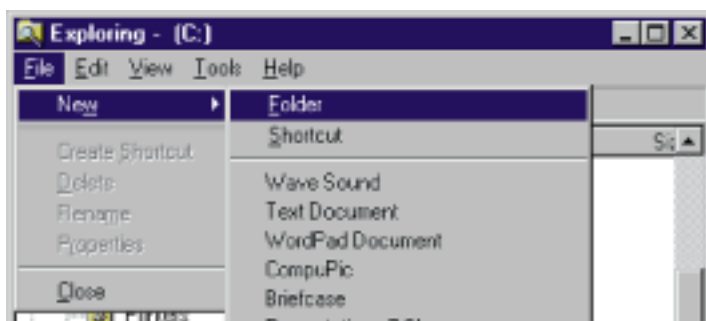


Figure 1. To create a job folder in Win95 Explorer, click File, New, Folder (top). A new icon called New Folder will be highlighted, with the cursor positioned to enter a folder name (bottom).

