

Smarter Computing: The Key to Less Stress with Computers

The key to using computers efficiently is organization! Although many think it is an impossible task, organizing your digital files is just as easy as organizing your file cabinets (with a lot less physical labor!)

Let's start with your desktop:

1. Your desktop is what you see when you open and turn on your computer.



2. Anything you save to your desktop is saved to the C: drive of your computer.
3. Your desktop and the rest of your C: drive is NOT backed up on the school server.

PROBLEM: If you save your files to your desktop, and your computer crashes, you could lose everything!

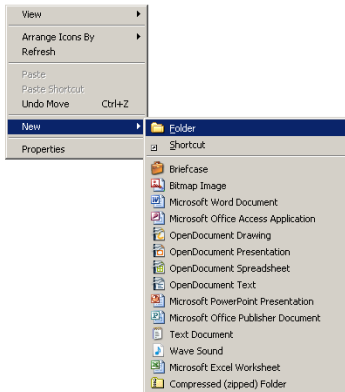
SOLUTION: Save files to your X: drive, USB flash drive, or burn them to a CD. Create shortcuts to websites, folders, or programs on your desktop.

Organization starts with a plan. Before creating folders, think about how you want to organize your files. The possibilities are endless. Here are some suggestions:

- _____
- _____
- _____
- _____
- _____
- _____

Once you have decided on how you want to organize your files, it is time to begin to create folders and organize them!

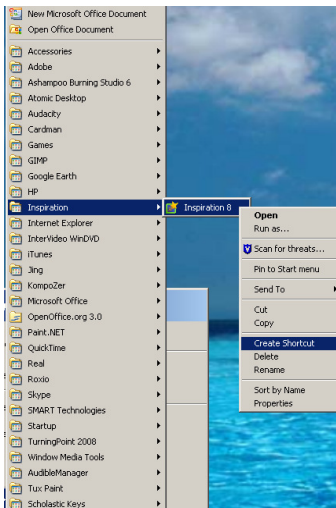
Creating Folders



1. Decide where you would like to create a folder.
2. Right click.
3. Go to New.
4. Click on Folder.
5. Name the folder.
 - ⊖ Be brief.
 - ⊕ Be specific.

Creating Shortcuts

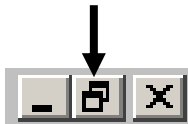
To create a shortcut on your desktop for regularly used programs, follow these steps:



1. Click on Start.
2. Click on All Programs.
3. Go to the selected program, and right click.
4. Click on Create Shortcut.
5. Go back to Start.
6. Click on All Programs.
7. Go to the selected program.
8. Click and drag the shortcut to your desktop.

To create shortcut on your desktop for a website, follow these steps:

1. Open Internet Explorer.
2. Go to the webpage for which you want to create a shortcut.
3. Use the Restore down icon to make your viewing window smaller.



4. Click on the icon in the URL address bar and drag it to your desktop.



If you create a shortcut and decide that it is not needed, click and drag the shortcut to the recycle bin, or right click and click on Delete.