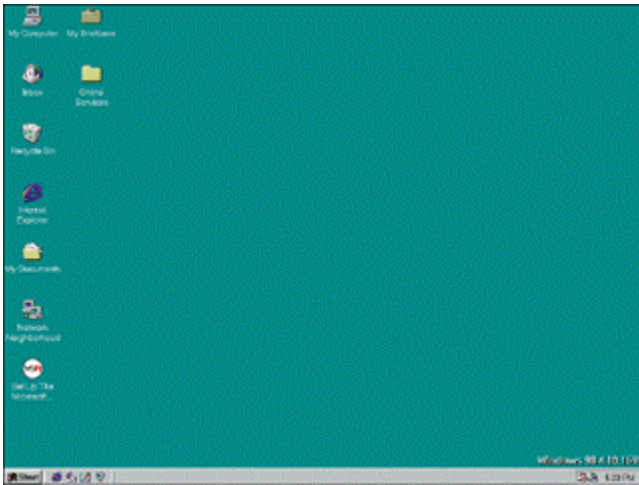


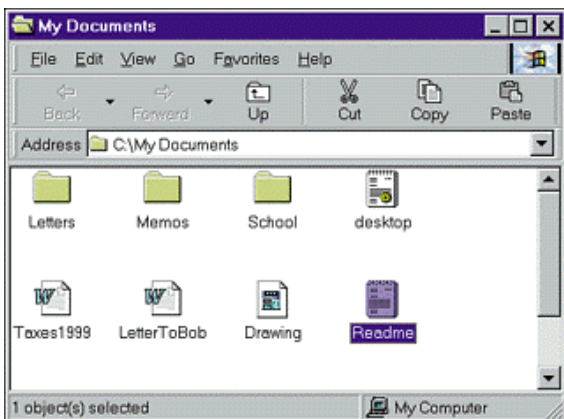


The Windows Desktop



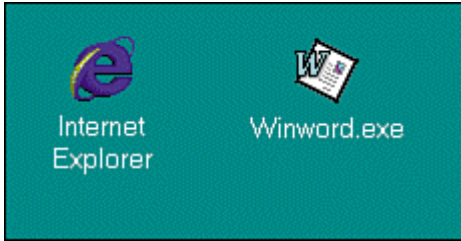
After your computer finishes loading Windows into memory, the Windows desktop displays. The desktop is your workspace, where you work with file folders, programs, and documents. Technically, the desktop is the area behind all the objects on the screen, including any windows that you open. You can always get back to the desktop, even if you open an application program and expand it to fill the whole screen. Below the desktop you'll most likely see a grey bar known as the taskbar.

A typical Windows 98 desktop is populated with labelled pictures known as icons. When you double-click an icon, it opens in a rectangular frame called a window. The icons that appear on your desktop when you start Windows provide quick access to the places on your computer that you visit most often. If they don't, you can add or subtract icons until your desktop suits you better.



Folder icons open into folder windows, which reveal the contents of particular folders in your computerised filing system.

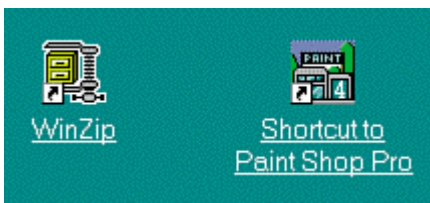




Program icons open into application programs-that is, they load the associated programs into memory and start them running.



Document icons open into documents. When you double-click a document icon, Windows starts the application (word processing program, spreadsheet, database, or whatever) in which the document was created, and then opens the document (data file) itself.



Shortcut icons provide alternative entryways to programs, documents, and folders. Shortcut icons always have arrows on them, and their labels frequently contain the words "Shortcut to."

