

California Computer Care

News,
Views,
Tips and
Cool Techniques
for CCC Members

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We
speak
Geek,
so you
don't
have to.

Anatomy of The Finder



A Finder Glossary

Here's a little Geek-speak for those of you who want a dose of Jargon101. These definitions refer to the Anatomy of The Finder illustration on page 1.

Active Window: The currently chosen Window is active and is the place where any Commands will apply. Active Windows sit on top of all other Windows and prominently display their titles and contents. Inactive Windows are gray in appearance and sit behind Active Windows.

Alias: An Alias is a signpost pointing to the real item. Clicking on an Alias is the same as clicking on the actual Application or Document. However, the Alias is NOT the original and contains NO CONTENT. Aliases are indicated by italicized names and a tiny arrow in the lower left corner.

Application: A computer program that does work and interacts with you. AppleWorks, MS Word and games are Applications.

Application Menu: A Menu that shows all active (running) Applications. The Application currently in use has a check mark. Use the Application Menu to change from one Application to another, to check for Applications that are running but unnecessary (Quit from them, please) and to hide Applications that are in the way.

Command: The items listed in Menus are Commands. Choose a Command to tell your Mac what you want it to do. Some Commands have sub-menus that pop out when the Command is chosen. Sub-menus are indicated by a triangular arrowhead

that appears to the right of the Command.

The Desktop: The colorful background pattern that fills your screen. All Windows sit on The Desktop. Consider The Desktop to be a real desk's top and the Icons and Windows to be tools, file folders and papers sitting on your desk.

Disk: The objects upon which the actual information and computer programming represented by Icons is physically stored. The name comes from their round shape (CD ROM disks are obviously disks in shape. You'd have to disassemble a floppy disk or hard disk drive's case to see the round, flat disks inside.). If a Disk Icon is a featureless, gray silhouette, that indicates that the disk is Open and it's Window is displayed on The Desktop.

Document: All Icons that contain information are Documents. Word processing Files, emails, pictures, Quicken Data Files and more are Documents. Everything that you create is a Document.

File: Any Icon that you see is generically referred to as a File. Documents and Applications are both Files.

Icon: Small pictures that represent Files, Disks and occasionally Commands.

Menu: Menus are lists of Commands that you use to tell your Mac what to do. Menus are shown in the Menu Bar. Click on a Menu's heading to drop it down so that the Commands may be used.

Menu Bar: The light colored band that runs across the top of your screen. The Menu Bar holds the headings of Menus.

Open: An Icon that has been activated to do it's work is said to be Open. Converse-

ly, an Icon that is quiescent and doing nothing is said to be closed. A closed Icon shows it's colorful picture.

Window: The rectangular boxes that float about on The Desktop. All work is done within Windows. Windows are movable, re-sizable, stackable, openable and closable so that you can arrange The Desktop in any way that you like.

October Tip—

Generic icons are a pain! Icons are designed to give you clues about their function. Is this icon an application, a document, a utility, a font? Without it's proper picture, you have no idea.

If previously well-mannered icons go generic on you, the fix is easy: *Rebuild the Desktop*. Here's how:

- 1) Restart your Mac.
- 2) After you hear the start-up tone, hold down the Apple () and Option keys on your keyboard.
- 3) When the "Are you sure you want to rebuild the desktop file..." dialog box appears, release the keys and click the OK button.
- 4) The process takes a minute or two and then you're done. The once generic icons will, again, be their colorful selves.



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