

California Computer Care

News,
Views,
Tips and
Cool Techniques
for CCC Members

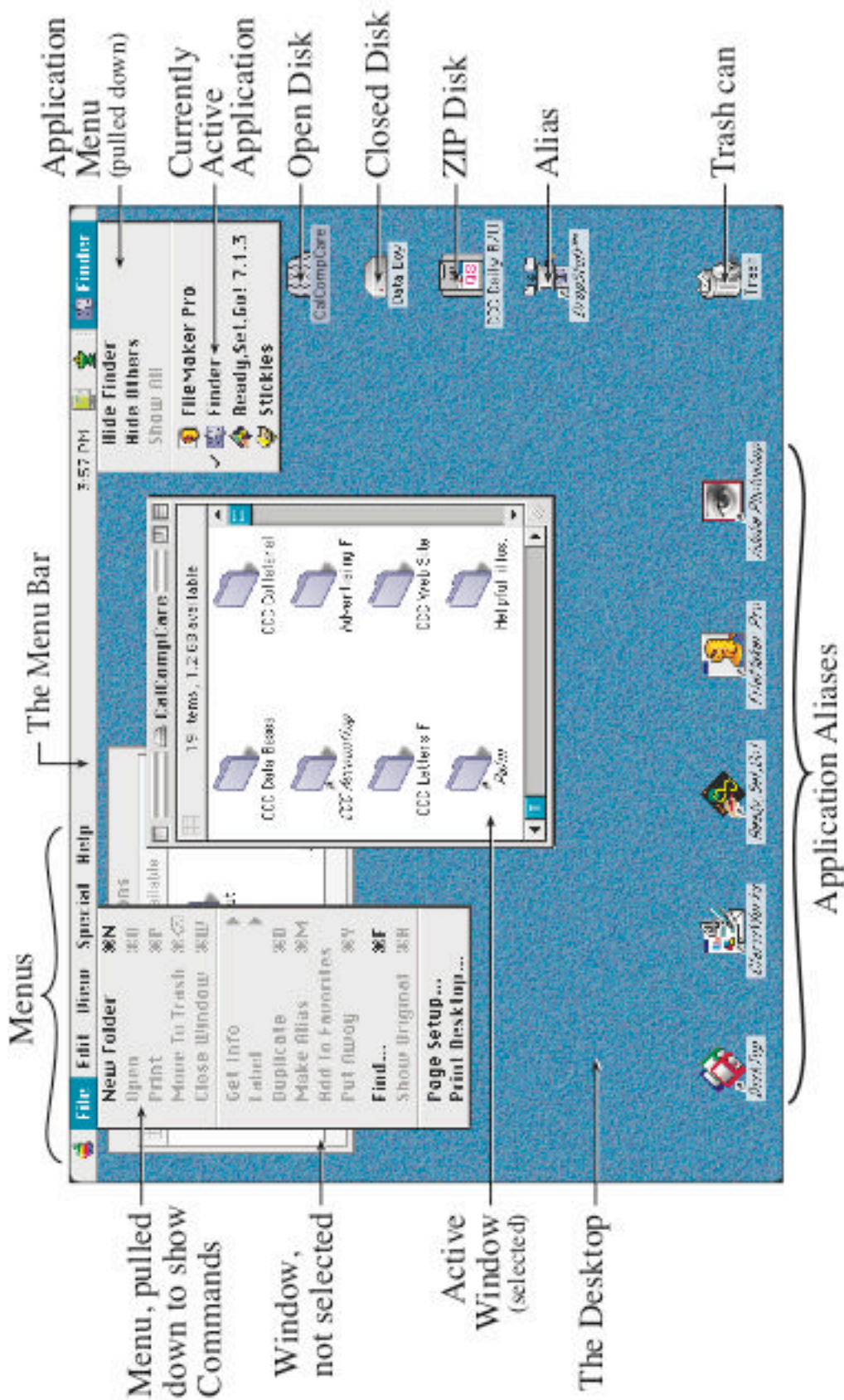
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We
speak
Geek,
so you
don't
have to.

Essential Terms

When you call for telephone help, it helps to know a few bits of Geekie jargon. Because I can't see your Mac and can't point my finger at objects on the screen, we need to agree on the names of a few of those things. So, please become familiar with the items named below and check out the short glossary on page 2 for more information.

Thanks!



A Short Glossary

Here's a little Geek-speak for those of you who want a dose of *Jargon101*. These definitions refer to the picture 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: Most *Icons* that you see are generically referred to as Files. *Documents* and *Applications* are both Files. Folders, *Disks* and Desktop Printers are exceptions.

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 its 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.

April Tip —

Last month it was Back Up, Back Up, Back Up. This month: *SAVE, SAVE, SAVE!*

If you've ever lost work because of a crash, a power outage, or a mistake, then you know how frustrating that is! The solution is simple: *SAVE* and *SAVE* often.

The easy way to *SAVE* is to hold down the Apple (🍏) key and type the letter *s* (this works in every program). Of course, you can always go to the File menu and choose *Save*.

SAVE at least every five minutes and you'll never lose more than five minutes of work. Or, if you are forgetful, use a utility like *Hi's Universal Saver** that will automatically save for you at your specified times.

*Available from Download.cnet.com or California Computer Care.

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