



the active application. The moment you click on the desktop, the Finder becomes active, though Mail will still run in the background.

### **Keep Your Desktop Organized**

When you first get a Mac, the only thing you'll find on the desktop is your hard disk icon. If you'd like, you can store other frequently-used things on your desktop, though you might also want to consider creating an alias to the item in the Dock. For example, if you plan on doing a lot of downloading, you might want to create a folder on the desktop (press the Command-Shift-N keys on your keyboard all at once), name it Downloads, and have Safari (the default web browser in Leopard) download all files to it.

If you have a few scattered picture files littering your desktop, either stick them in your Pictures folder or, if you prefer to keep them on your desktop, create a new folder called My Pics (or whatever you want to call it) and move them in there. You might even want to create new subfolders to organize your pictures by subject. For organization's sake, try not to put everything you create, save, download, or move onto the desktop. The more icons you add to your desktop collection, the harder it'll be to try and find files later.

**Tip:** Check out "The Menu Bar" lesson to find out how to make your Mac organize and clean up your messy desktop for you.

[↑ Take me to the Grand Tour index](#) [Take me to Lesson 3: The Menu Bar →](#)