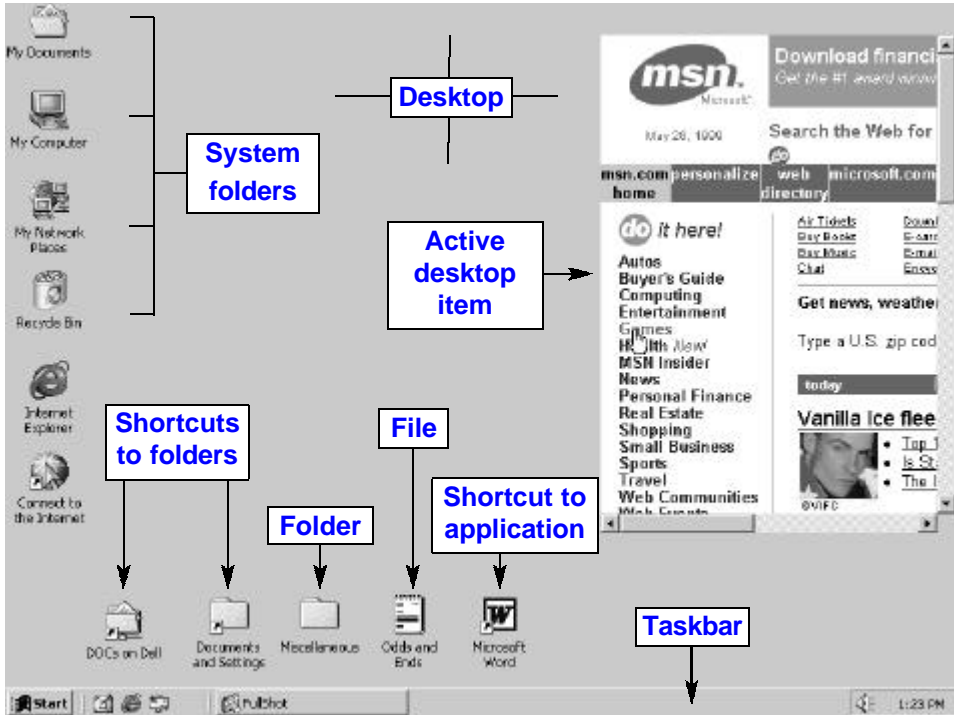


About the Desktop

When you log on to Windows 2000, you will see the desktop—the background area of your screen. The desktop is a root folder (see *About Folders and Files*) from which all items in your computer and beyond can be accessed.



Sample items on the Windows 2000 desktop

Notes:

- The **Desktop** icon is the top level of items in your computer system, including connections to other computers and the Internet.



A left-pane view in Windows Explorer of the Desktop folder at the top of the hierarchy of subfolders



Notes:

- System folders (**My Computer**, **My Documents**, **My Network Places**, and **Recycle Bin**) have special functions and cannot be removed from the desktop.
- You can store objects such as folders, shortcuts, and files on the desktop for fast access.
- The taskbar may be moved to any position on the desktop, and its size can be changed.
- The desktop has special properties that distinguish it from other folders. For example, you can set its properties to display a background color or an HTML (Web) document.
- Folders store related items such as files and other folders.
- The desktop is a logical root folder that is located on your hard disk in the **Documents and Settings\Username\Desktop** folder.

This organization lets Windows 2000 store unique desktop content and settings for each user of the computer.

Default Items on the Desktop

My Computer contains all drives to which your computer is connected, as well as the **Control Panel** system folder. (See *About My Computer*.)

My Documents provides a default storage location for data files you create in applications such as WordPad. The My Documents icon is a shortcut to a target folder (**/Documents and Settings/username/My Documents**). This allows each user to have his or her own **My Documents** folder.

My Network Places may contain network computers and shortcuts to network resources. Browse items in this folder to view or use shared resources such as folders and printers.

Recycle Bin stores the items you delete. Items in the Recycle Bin can be restored or permanently deleted at a later time. (See *About the Recycle Bin*.)

Internet Explorer (the Internet) An icon that starts Internet Explorer or starts the Internet Connection Wizard that will guide you through the steps to set up an Internet connection.

Outlook Express an icon that starts Microsoft Outlook Express — a mail application that lets you send, receive, and manage e-mail and e-mail accounts.

Taskbar contains the **Start** button, optional toolbars, and the notification area—the rightmost area that contains system icons such as the clock. Applications that are running will also appear on the taskbar. The taskbar is placed at the bottom of the desktop by default. (See *About the Taskbar*.)

Other Desktop Items

Shortcuts to applications You can create shortcuts to applications you run often and place them on the desktop folder. (See *Create Shortcuts*.)

Shortcuts to folders You can create shortcuts to folders you open often. (See *Create Shortcuts*.)

Folders You can create folders on the desktop. (See *Create New Files and Folders*.) You can also create shortcuts to network folders and drives.

Files You can create files on the desktop (see *Create New Files and Folders*) or save files to the desktop folder when using an application.

Active desktop items You can view Web pages from the Internet or an intranet on the desktop.

