❶ **Hide menus.**

❷ **Create your own icon for a folder.**

❸ **Drag this knob to resize your File Viewer's shelf.**

❹ **Change the background color of your workspace.**

❺ **Choose a different clock.**

❻ **Have applications start up automatically when you log in.**

## HAVE APPLICATIONS START UP AT LOGIN

Put the applications you want to start up at login in the application dock. Then choose the Workspace Manager Preferences command and, in the Dock preferences, select each application you want to start up and check the "Start up at login" box.

## CHANGE THE COLOR OF YOUR WORKSPACE

Use the Display Preferences in the Preferences application to open the Colors panel and select a color or shade of gray for your background.

## RESIZE YOUR FILE VIEWER'S SHELF

Choose the Workspace Manager Preferences command and, in the Shelf preferences, check the Resizable Shelf box. Then drag the resize knob that appears at the bottom center of the shelf.

## CREATE YOUR OWN SOUNDS

Record a sound with the Sound application in **/NextDeveloper/Demos**, and save the sound file in your **~/Library/Sounds** folder. Then choose a sound for any of these occasions:

**When your computer beeps**  Select the sound from the list of system beeps in the Preferences application's Sound Preferences.

**To announce new Mail messages**  Choose Mail's Preferences command, click Set (under New Mail Retrieval), and select the sound from the Open panel.

**To announce a build in Project Builder**  Choose Project Builder's Preferences command and set one sound to announce successful builds and another to announce failed builds. (Project Builder is part of *NEXTSTEP Developer*.)

## CREATE YOUR OWN FOLDER ICONS

Copy two TIFF images into the folder and name one **.dir.tiff** and the other **.opendir.tiff**—to see names in the File Viewer that begin with a period, check UNIX Expert in the Preferences application's Expert Preferences. Remove these files to use the original icons.

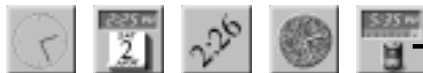The image named **.dir.tiff** appears as the folder's icon.

The **.opendir.tiff** image appears when you drag something into the folder.
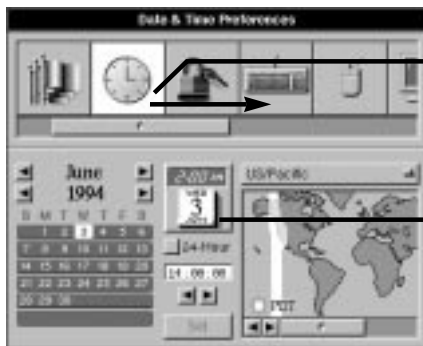
It's best if your images are square, not rectangular.

## CHOOSE A CLOCK FOR YOUR DOCK

Use the Date & Time Preferences in the Preferences application to select a look for the Preferences icon in your dock.

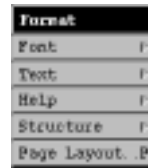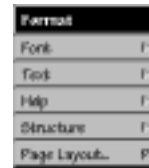This one measures your battery power, if your computer runs on batteries.

You can reorder a button by Control-dragging it.

Click this icon to cycle through your options.
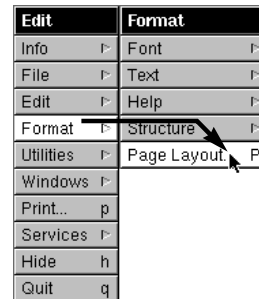
## CHANGE THE FONTS ON THE SCREEN

You can set a new font for menus, window titles, and other objects on the screen. You can also choose a default font for applications—that is, the font that appears when you type in a new document. Use the Font Preferences in the Preferences application.

You can change the look of text in your menus by setting a new font.

## HIDE MENUS EXCEPT WHEN YOU USE THEM

Remove each application's main menu from the screen using the Menu Preferences in the Preferences application. Then choose a mouse button for displaying menus using the Mouse Preferences.

When your menus are hidden, you press a mouse button to display an application's main menu. Then you drag to choose commands.

**For more information on the tips shown on these two pages, see the on-line help for the appropriate application, or see the *User's Guide*.**