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System 7: Using Apple Menu for Quick Access to Programs & Files

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Article Change History

08/21/92 - UPDATED
              • With alias information.

TOPIC --

I'm looking for a quick way to access some applications and files that I
use frequently.

DISCUSSION ---

For quick access to files that you use frequently, including programs,
folders, documents, and so on, put them in the Apple Menu Items folder in
your System Folder. Then you'll be able to choose them from the Apple
menu. If you want the applications or documents to continue being
available in their previous folders, just place an alias of the application
or file in the Apple Menu Items folder.

Because items in the Apple menu are sorted alphabetically, you can group
items in the Apple menu by adding a unique character, such as space or " "
or " " or "•", to the beginning of filenames.

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