

ICON FOR SHOW DESKTOP

WIN 9x Click START...RUN and type a period in the box and click OK. The desktop will appear.

Doing this in XP brings up the OWNER screen with its folders and files

CREATE A DESKTOP SHORTCUT FOR WIN98:

1. Rightclick START...click Explore.
2. Scroll down to Windows, click the +
3. Scroll on down to System and doubleclick it.
4. On the right side of the screen scroll down to SHOW DESKTOP (here there should be only one)
5. Rightclick it and select SEND TO: Desktop.
6. Rightclick a blank area of the taskbar and click Toolbars. Is Quick Launch checked? If not , click it to check.
7. Click the Show Desktop icon on the desktop and drag it down to the left/middle portion of your taskbar. It should stay.

Note: Win98 does not have a Lock Taskbar option so you don't have to unlock or lock it as with XP.

CREATE SHOW DESKTOP ICON XP

Has your desktop icon disappeared?

1. Click START...Run...type in notepad and click ok. This brings up notepad.
2. Copy this set of lines and paste them onto that notepad so they look just like they do here..
[SHELL]
COMMAND=2
ICONFILE=EXPLORER.EXE,3
[TASKBAR]
COMMAND=TOGGLEDESKTOP

3. Now click File...SAVE AS and click DESKTOP so that you see Desktop in the top box as in and type in the name of the file as Show Desktop Icon.scf then click SAVE.

4. Now go to your desktop and you'll see the little Show Desktop icon there on the desktop.
5. Rightclick the taskbar and if Lock Taskbar is checked, then click to uncheck it.
6. Now, click on the desktop icon, hold down the mouse button and drag it down on the Quick Launch bar next to the START button.
7. Rightclick the taskbar again and select Lock Taskbar.

You should now see the little white and blue desktop icon on the taskbar and when you click it, it opens the desktop for you.

Want to move your desktop icons?

You must first disable the AUTO ARRANGE.

1. Rightclick on a blank area of the desktop.
2. Select Arrange Icons....click to remove the check beside Auto Arrange
3. Now, you may click, hold down the mouse button and drag individual icons anywhere on the desktop to arrange them to suit your preference.
4. If you decide you'd like them back in the default position, just rightclick the desktop, click Arrange Icons and select Auto Arrange and the icons will line themselves up again on the left side of your screen.

NOTE: If you're working on other screens but need to get to the desktop, just press the Win key + D. Remember 'on a Win-D day you can see the Desktop.

OR Rightclick START..click Explore. Press F4..the Home key and Enter. The desktop will be made available.

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