Programs List

IF your ALL Programs list is so long that there is not enough room for it on the ALL PROGRAMS page, it's time to re-organize that list. You can do this by creating folders and placing related programs into the folders.

1.Rightclick START…click Explore.
2. Scroll down to Documents and Settings, Click the +.
3. Click the + beside All Users.
4. Scroll down and click the + beside Start Menu.
5. Click the + beside Programs to view the Programs List.
6. Click once on Programs to highlight, on the menu bar at top of page select File…New…Folder.
7. Give the folder a name to use to group several items listed in the Programs list. For example, if you have listed, MS Access, MS Front Page, MS Word, MS Excel, MS Powerpoint, you can name the new folder OFFICE.
8. Drag and drop into the new OFFICE folder all those programs listed in step 7.
9. Continue to create new folders for any list of items that can be grouped together such as games, Photo programs, Adobe programs etc. dragging the related items on the list into that folder to reduce the total list of programs in the ALL PROGRAMS list on the Start Menu list.

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