START MENU LIST

1. Rightclick START…click Explore.
2. Click the + beside the START MENU folder.
3. Doubleclick PROGRAMS.
4. To remove a program from the START MENU list, rightclick and delete it's icon.
5. To add a program to the START MENU list, scroll down to the Program Files Folder. Locate the particular program you wish to add to the Start Menu List.
6. Rightclick the particular program's .exe file and select Create Shortcut.
7. Drag this shortcut onto the START MENU/Program file. Click once on the shortcut, and remove "shortcut to" from the title of the shortcut.
8. Close Explore.
9. Click START…All Programs…and you should see the newly added program at the end of the All Programs' list.

Rightclick the program on the list and select SORT by NAME .

ADD PROGRAM TO ALL PROGRAMS LIST in XP

Example: add MSWORKS

1. Rightclick on the desktop. 2. Click on NEW. 3. Select MSWORKS word processor from the drop down list. 4. Where it appears blue, begin typing MSWORKS then click outside the icon. 5. Drag this shortcut down onto the START button.

Add Program to START…Program List in 95/98
Click START...Settings...Task bar and start menu.
Click the Start Menu Programs tab and select ADD
Click Browse.
Locate the MSWorks folder and doubleclick it. (It should be in the Program Folder).
Scroll down and locate the MSWORKS.exe file and click it....click OPEN.
Click NEXT.
A note at top of that list says, "select the folder in which to put the shortcut"
Click the first one START MENU....Click NEXT....click FINISH....click OK.
Now, click START...Programs and you should see it in your Start...Programs list.
IF you want also to have a desktop icon, just rightclick MSWORKS in that START...Programs list and
select SEND TO: (Desktop create shortcut).

START MENU SORT

If you would like Windows to re-sort the Start menu, just click the Start button
and right-click on any item in the menu. Then choose Sort by Name
from the context menu.

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