

## **Win 8 Start Screen Customized**

**Adding many tiles to the Start screen can really cause problems finding what you need. You may organize them into groups with different names, such as: Work, Play, Web, People. Good idea to remove tiles which you never use.**

- 1. Remove tiles you don't need. Rightclick the tile and select 'Unpin from Start'. Unpin does not uninstall the the app.**
- 2. Move related tiles next to each other. Drag such tiles as Mail, People and Calendar to a different spot. As you drag a tile, other tiles move out of the way.**
- 3. Add tiles, apps, programs, folders and files you need to the START screen.**
  - a. Press the Start screen's All Apps button. This will list all alphabetically.**
  - b. Rightclick the item you want to appear on the Start screen and choose 'Pin to Start'. Repeat this for others you wish to add to the Start screen, one at a time. You cannot add many at a time.**
  - c. Choose the Desktop app and the desktop appears. Rightclick a desired item and select choose 'Pin to Start'.**
- 4. Find the gap between the Start screen's existing groups of tiles. Scroll towards the right edge of the Start screen and you'll notice a vertical space between a column of tiles that's a bit wider than the other columns. That space separates the groups of your tiles.**
- 5. Create a new group of tiles, drag a tile onto the space between tiles and a vertical bar will appear. Drop your tile and the tile forms a new group.**
- 6. To add more tiles to your new group, drag and drop additional tiles into this group.**
- 7. Click in the screen's bottommost-right corner to switch to a view of your groups. Now, click the little (-) sign in the bottommost-right corner and you may drag the groups (as a whole group) into your preferred order. For example, the group that you use the most, you may want to drag to the left, to be the first group showing when the Start screen is opened.**
- 8. Name the groups. Rightclick the group and wish to name and choose the Name Group icon that appears along the screen's bottom. Type your preferred name into the box that appears and click the Name button.**
- 9. Return to the Start screen. Click any place on the screen except on a group and the groups will expand onto the Start screen to their normal size. Revised 9/30/2013 JMM**

