

Desktop Clutter

Does your desktop look like a jigsaw puzzle with pretty little icons everywhere so that it takes 5 minutes to find the one you want? Creating Folders for batches of shortcut icons may be a solution.

1. Rightclick the desktop and select NEW...Folder.
2. Give the folder a general name that covers the function of many icons...such as Pictures.
3. Now drag and drop all the desktop icons that have anything to do with your pictures, picture editing, camera,etc.
4. Create another folder and name it Security. Drag and drop any icons having to do with spyware, viruses, firewall,etc.
5. Create another folder and give it the name of your Printer. Drag and drop icons about printing, scanning, copying,etc.

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