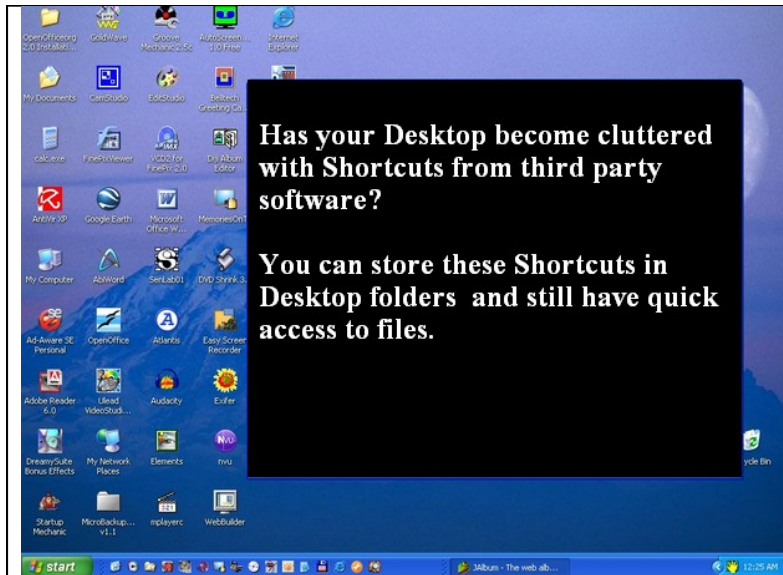




Coffee Break

Question on Software or Operating system.

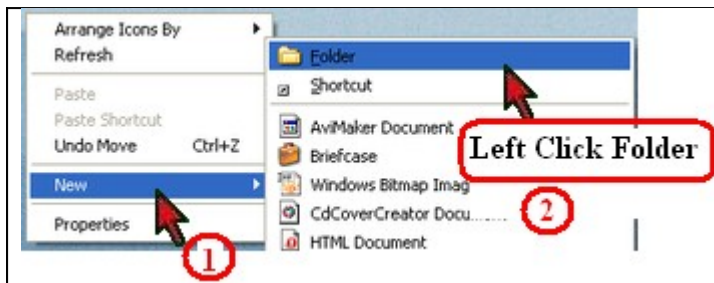
CLEAN-UP YOUR DESKTOP



Create Folders on your Desktop and store the Shortcut Icons inside them.

Name them Office Programs, Utilities, Graphic and Audio Programs.

You reduce the Desktop clutter and still have immediate access to your files.



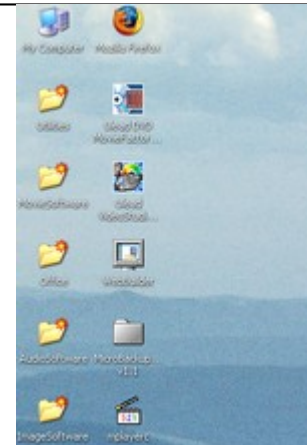
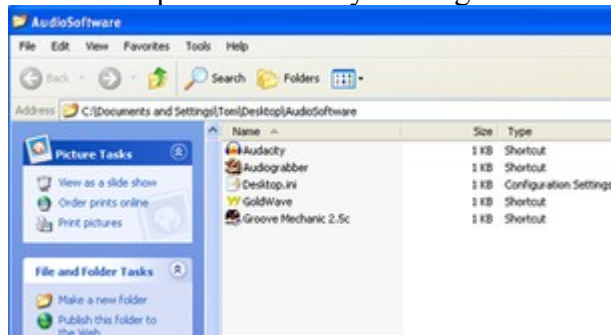
- **Right Click on an empty area of your Desktop.**
 1. **Hold the arrow on New.**
 2. **In next option left click [Folder].**



Example.
Rename the new folder [Office].

Drag and Drop your Desktop Microsoft Office shortcut icons into the Folder.
Make another Folder and Drag and Drop your Desktop Graphic icons into that Folder and name the Folder [Graphics]. Continue making Folders for your other Shortcuts.

When you double-click a folder on the Desktop, Windows Explorer shows the nested icons. The Desktop is now orderly and organized.



Right Click the Folder Icon and left click [**Properties**]. Choose [**Customize**] tab and left click [**Change Icon**] Button and select a different Folder icon to indicate that this folder holds Shortcuts.