

WINDOWS

DESKTOP ICONS

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This lesson tells you just about everything you need to know to manage your Desktop shortcuts. A *shortcut* is the combination of an icon and a title, placed on the Desktop, which is used to open programs.

CREATE SHORTCUT

Sometimes you'll use a program so often that it would be best to create a shortcut, on the desktop, for that program. Here's how to create it.

- ❶ From the desktop, go to the programs listing:
 - ✳ In *Windows 95, 98, Me*, select Start > Programs
 - ✳ In *Windows XP*, select All Programs
- ❷ RIGHT-click on the program for which you want a shortcut.

DELETE DESKTOP SHORTCUT

When you no longer use the program, you need to delete the icon. It does NOT remove the program; only the Desktop link to that program. To delete one:

- ❶ RIGHT-click on the icon.
- ❷ Left-click on "Delete" in the resulting popup menu.
- ❸ Left-click on "OK" button.

RENAME DESKTOP SHORTCUT

Sometimes the description of the program, represented by an icon, does not adequately describe it for you. Here's how to rename it:

- ❶ Single, Left-click on the words under the icon.
- ❷ Pause.
- ❸ Single, Left-click on the words under the icon. (The words are now inside a box with the letters highlighted.)
- ❹ Type whatever you want to call it. (You do NOT need to touch the "Delete" key, on the keyboard; whatever you type replaces whatever is highlighted.)
- ❺ Press the "Enter" key on the keyboard.

REARRANGE SHORTCUTS AUTOMATICALLY BY NAME

- ➊ RIGHT-click, on the Desktop — away from any icon.
- ➋ Left-click on Arrange Icons > Auto-Arrange.
- ➌ RIGHT-click, on the Desktop — away from any icon.
- ➍ Left-click on Arrange Icons > By name.

SPREAD SHORTCUTS AROUND THE DESKTOP

Sometimes you'll want to spread icons around an image.

- ➊ RIGHT-click, on the Desktop — away from any icon.
- ➋ Left-click on Arrange Icons > Auto-Arrange. (IF there is a check mark in front of "Auto-Arrange," Left-clicking on it removes the checkmark — removing the auto-arrange function. IF there is no checkmark, do NOT Left-click on it.
- ➌ Left-click, hold, and drag an icon to wherever you want it.
- ➍ Repeat with the other icons.

CREATE DESKTOP FOLDERS

Do you have several shortcuts for games? If so, consolidate them into one folder.

- ➊ RIGHT-click on an empty spot on your Desktop.
- ➋ Select "New > Folder".
- ➌ Type "Games" — without the quote marks.
- ➍ Touch "Enter" key on the keyboard.
- ➎ Find any of the game shortcuts, Left-click, hold, and drag the shortcut on top of the new folder. Do this for each game shortcut. When done, double, left-click on the Games Folder to choose your game.