

## **ORGANIZING YOUR DESKTOP**

Some tips to keep your computer desktop more organized.

### **Use a shortcut to access your desktop**

Click the Windows key + D.

### **Move icons into groups.**

Right click anywhere on the background of the desktop. Make sure that AutoArrange is not selected. Then click and drag the icons to the desired section of the desktop.

### **Use folders to organize**

Create a folder on the desktop, and then place shortcuts into the folder. For example, place all shortcuts to administrative programs in one folder, and shortcuts for client services into another folder, shortcuts for a particular project, etc.

Create the new folder: right click on the desktop>New>folder>*name the folder*. Then, drag and drop the icons into the appropriate folder: left click on the icon and drag it onto the folder. (Check that it has been added to the folder).

### **Create a custom background**

Create your own background for your desktop. For example, you can have one box for Administrative programs, one for client services, another for Microsoft programs, etc. In a simple drawing program such as Paint (Programs>Accessories>Paint), for each group of icons draw boxes, color code as you wish, label each section, etc. Save the new desktop background. Then, right click on the desktop> Properties> Desktop> Browse> *Look for your new background*. Then, drag the icons into the appropriate box.