

## **ORGANIZING YOUR DESKTOP 2**

### **Change your shortcut or folder icons to something more meaningful**

You can change the look of your icons to help you organize them. (There are many sites that offer free icons).

Only for shortcut icons: Right click on the icon> Properties> Shortcuts>

Change icon> Browse> *select new icon*.

Only for folder icons: Right click on the icon> Properties> Customize>

Change picture> *browse to find a picture*.

### **Clean up unused icons**

Windows XP has a feature to remove unused icons.

Right click anywhere on the background of the desktop> Arrange Icons By> click Run Desktop Cleanup Wizard.

### **To find an icon quickly**

Put your mouse anywhere on the background of the desktop, then start typing in the name of the icon (you shouldn't need to type too many letters), the shortcut should be highlighted.

### **Rename your icons**

You can rename your icons to something more meaningful.

Right click on the icon>rename> *type in the new name*.

### **Do not save documents directly to the desktop.**

Instead, save the document in the appropriate folder and create a shortcut on the desktop, or in a folder on the desktop.

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