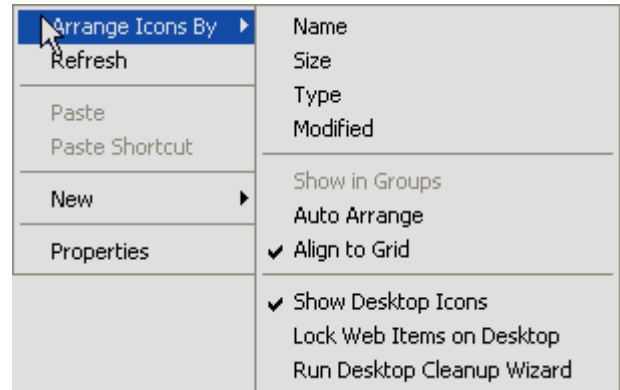


ARRANGING ICONS ON THE DESKTOP

Icons on the Desktop provide an easy way to access programs. When icons are placed on the Desktop in a disorderly fashion, it is sometimes difficult to find the needed one, especially if there are several icons. To arrange icons on the Desktop in an orderly fashion, complete the following steps:

- ❖ Right-click the **Desktop**.
- ❖ Select **Arrange Icons By** from the shortcut menu.
- ❖ Select the order in which the icons are to be arranged from the list.
- ❖ These options are:



Arrange Icons Choices

Option	Description
Name	Use this option to arrange the icons alphabetically on the Desktop.
Size	With this option, icons are arranged according to the size of the file.
Type	To arrange the icons by their file name extension, choose this option. An example of a file extension is .doc for Word documents.
Modified	This option is used to arrange icons according to the date they were created or last revised.
Show in Groups	Show in Groups is used to group files by any detail of the file, such as name, size, type, or date modified. For example, if files are grouped by file type, image files appear in one group, Microsoft Word files appear in another group, and Excel files in another. Show in Groups is available in the Thumbnails, Tiles, Icons, and Details views.
Auto Arrange	With this option, icons are arranged automatically. If an icon is added to the Desktop, it is automatically arranged with the other icons in neat rows.
Align to Grid	To align icons with an invisible grid on the screen, use this command. The grid is used to keep the icons aligned with each other.

Option	Description
Show Desktop Icons	This option is used to display icons on the desktop. If this option is not chosen the desktop will be free of icons.
Lock Web Items on Desktop	This is a toggle option that prevents any of the Web items on the desktop from being moved.
Run Desktop Cleanup Wizard	This is a new tool in Windows XP that creates a folder on the desktop to store icons that have not been used for a specified period of time.