

## DESKTOP CLEANUP

This option is used to remove icons from the Desktop that have not been used for a specified period of time. The icons are placed into a folder on the Desktop where they can be accessed when needed. To clean up the Desktop, complete these steps:

- ❖ Click **Start** and then click **Control Panel**.
- ❖ Click **Appearance and Themes**.
  - This option may not be available depending on the setup of the computer
  - If it is not available, go to the next line.
- ❖ Double-click the **Display** icon.
- ❖ On the **Desktop** tab, click **Customize Desktop**.
- ❖ To add or remove the icons for My Documents, My Computer, My Network Places, or Internet Explorer, select or clear those items under **Desktop icons**.
- ❖ Clear the **Run Desktop Cleanup Wizard every 60 days** check box if you don't want the wizard to run automatically every two months.
- ❖ Click the **Clean Desktop Now** button to clean the desktop of unused icons.
- ❖ The **Desktop Cleanup Wizard** will appear. Follow the directions in the Wizard.
- ❖ The **Desktop Cleanup Wizard** displays a list of the desktop icons that have not been used for 60 days or more. This enables icons to be removed that aren't needed on the desktop.
- ❖ It is possible to retrieve icons that have been removed by opening the **Unused Desktop Shortcuts** folder on the desktop.
- ❖ An individual **desktop** icon can be removed by right-clicking the icon and then clicking **Delete**.

