

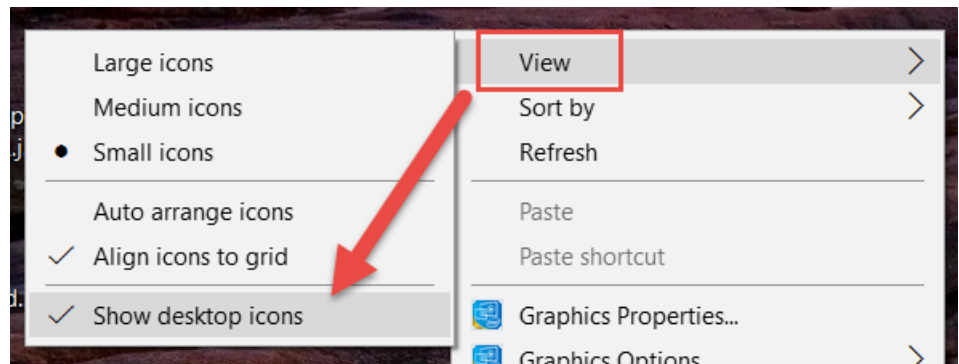


WINDOWS 10: INSTANTLY TIDY UP YOUR DESKTOP

We all do it – quickly save files to our Desktop just to save them in a hurry without having to think about where we should store them. Or maybe we know we'll only need the files for a short while. Before you know it, your Desktop is one cluttered mess and you can barely see that beautiful picture of a Cuban sunset that you have for your background.

Here's how to instantly hide that mess:

1. Minimize all programs so that you are looking at your Desktop. Remember: + D (for Desktop) is the keyboard shortcut.
2. RIGHT-CLICK a blank portion of the desktop – and choose VIEW.
3. Remove the ✓ from the SHOW DESKTOP ICONS option.
4. Voilà! Instantly tidy desktop.



Keep in mind – while you

have your desktop icons hidden, any additional files that you save to your Desktop will not appear (visibly) on the Desktop. You'll still be able to access all your Desktop files (new and old) by clicking the DESKTOP via your Windows Explorer (remember, + E) program. In fact, if you are going to hide your Desktop icons – you might want to consider adding a Desktop shortcut to your Start menu: in Windows Explorer, right-click the Desktop icon – and choose PIN TO START menu. Now, look at your Start menu (don't forget – all newly-pinned items get added to the *bottom* of the Start menu) – you have a fast way of getting to all those hidden files.

5. To redisplay your Desktop items: just right-click your tidy Desktop – choose VIEW then re-select the SHOW DESKTOP ICONS option.

