

To arrange your desktop icons

1. Right-click on the desktop.
2. Point to **Arrange Icons By**, and then click one of the commands on the submenu, as explained in the table below.

Click	To
Name	Arrange icons in alphabetical order by the icon name.
Size	Arrange icons in order of file size. If the icon is a shortcut to a program, the size refers to the size of the shortcut file.
Type	Arrange icons in order of type. For example, if you have shortcuts to several PowerPoint presentations on your desktop, these will be arranged next to each other.
Modified	Arrange icons in the order that the shortcut was last modified.
AutoArrange	Arrange the icons in columns along the left side of your screen.
Align to Grid	Snap icons into place as designated by an invisible grid on your screen. The grid keeps the icons aligned with each other.
Show Desktop Icons	Hide or show all desktop icons. When this command is checked, desktop icons are displayed on your desktop.

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